



## Criminal Background Check Request Form

All faculty, staff, volunteers, and student employees must have a criminal background check on file before starting their roles. This requirement is particularly important for those whose positions involve interacting with minors or managing sensitive information. Please complete the Criminal Background Check Request Form to comply with this policy. If you have any questions or need assistance, contact Human Resources at [hr@wou.edu](mailto:hr@wou.edu).

### Request Information

Date of Request: \_\_\_\_\_  
Department & Index Number to Charge: \_\_\_\_\_  
Department Contact Name: \_\_\_\_\_  
Email & Phone: \_\_\_\_\_

### Additional Information

Reason for Background Check (e.g., working with minors, handling sensitive information, etc.):

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1. Does the position involve access to confidential or sensitive data?  
 Yes  No
2. Does the position require physical interaction with minors or vulnerable individuals?  
 Yes  No
3. Will the individual have access to financial resources or sensitive financial information?  
 Yes  No
4. Is this position part of a healthcare, education, or security-related role?  
 Yes  No
5. Does the position require handling of controlled substances or materials?  
 Yes  No
6. Is the individual required to drive a vehicle for work purposes?  
 Yes  No



**Employee/Volunteer Information:**

Position Title	Name (First, Last)	Email Address	Paid (P) / Volunteer (V)

**Authorization and Acknowledgement**

I acknowledge that I am submitting this request in accordance with university policies and understand that the background check must be completed before the individual begins work or volunteering.

**Signature of Department Contact:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Submission Instructions**

Please ensure all fields are completed accurately to avoid any delays in the background check process. Submit the completed form to Human Resources at:

- **Email:** hr@wou.edu
- **Attention:** Crystal Talitonu-Naea | talitonuc@wou.edu