

# BACKGROUND INVESTIGATION REQUEST (BIR)

## Section I-Completed by Applicant/Employee/Volunteer

Employment in a critical position is contingent upon the individual's ability to pass the required background investigation(s).

Full Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
(Please print or type)

States resided in (other than California) over the last ten years:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PRIVACY NOTIFICATION

The State of California Information Practices Act of 1977, effective July 1, 1978, requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is for conducting job-related background investigations on persons filling critical positions. University policy authorizes the maintenance of this information.

Furnishing all information on this form is mandatory. Failure to provide the information may delay or prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by the University for personnel administration and will be transmitted to the Federal and State governments as required by law.

Individuals have the right to review and to request amendment to their own records. Information can be obtained from campus or system wide staff Human Resources Offices.

The official responsible for maintaining the information contained on this form is UCSC Staff Human Resources.

### NOTIFICATION OF SUBSEQUENT CONVICTIONS:

If an employee/volunteer in a critical position requiring a background investigation is subsequently convicted of a crime, they must immediately report the conviction to his/her direct supervisor. Failure to provide notification of a subsequent conviction may be sufficient reason to take disciplinary action up to and including dismissal.

## Section II-Completed by SHR Service Team Representative

HR Service Team: \_\_\_\_\_

HR Service Team Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Types of Employment Action: (check all applicable)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Staff           | <input type="checkbox"/> Student            | <input type="checkbox"/> Volunteer                 |
| <input type="checkbox"/> New Hire/Rehire | <input type="checkbox"/> Transfer/Promotion | <input type="checkbox"/> Reclass/Duties Reassigned |

Hiring Unit: \_\_\_\_\_ Job Title: \_\_\_\_\_

Name of Manager/Supervisor: \_\_\_\_\_

**\*PLEASE NOTE: Individuals must provide picture ID (e.g., Driver's License, Military ID, Passport) and Social Security Number at time of Live Scan. Call Mail Services at 459-2764 to reschedule a Live Scan Appointment.**

Routing Instructions – **Prior to Live Scan Appointment:** Service Team Rep. route original to SHR Employment/Fingerprinting; copy to Applicant/Employee/Volunteer