



Add a Job or Change Job Intake Form Only Needed if Employee is conducting **Research** in New Position

Employee Name: _____ Emplid/UCFID: _____ (7 digit number)

Background Check Processing Questions

1. Are you a foreign national? (F-1, J-1, H1B, TN, O-1, EAD card holder, etc.) _____ Yes _____ No
A foreign national is anybody who is **not** a U.S. Citizen, **not** a permanent resident, and **not** a naturalized citizen.
2. Have you had one year or more of higher education, employment or training in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela and/or has a current affiliation (i.e., board membership, company ownership, honorary title, etc.) with an institution or program in one of the above countries?
_____ Yes _____ No
3. Do you have a Driver's License? _____ Yes _____ No

Employee Signature: _____

For HRBC to complete:

1. If you are hiring an undergraduate who is conducting research, do you want them to undergo a Level 1 background check? _____ Yes _____ No _____ N/A
2. Did the applicant accept an assistantship or fellowship employment offer prior to July 1, 2021?
_____ Yes _____ No
3. Is the applicant a UCF doctoral student that has been a GRA previously and/or that was admitted for Fall 2022 or after? _____ Yes _____ No

Reviewed/Signed by HRBC Representative: _____

HRBC Use Only: Review the responses and taking the appropriate action. Attach the document to the action (additional job, change job.) in Workday.

Question 1 or 2, If individual indicated yes to either Question 1 or 2 and will be in a research position and or performing research, they fall under the Foreign Influence Law. An E&E background report maybe required if one has not already been completed. Please provide a reasonable hire date, as the E&E review process can take up to 60 days. . In addition to the E&E report, the HRBC may be required to obtain additional documents from the individual to attach to the Workday Foreign Influence Questionnaire. Please see the UCF Foreign Influence Screening Website for a list of the required documents: <https://corona.research.ucf.edu/screening-process-for-research-positions/> .