



Student Success and Well-Being

Background Check Request Form

Candidate's legal first name (please exclude middle name).

Candidate's legal last name (please exclude middle name).

Candidate's email address @ucf.edu or @knights.ucf.edu email address preferred, please. If the email is going to another provider (such as gmail or yahoo), please instruct candidates to check their spam / junk for the Accurate email.

Position Location:

Candidate's UCF PID / EmplID / Student ID (please do not provide NID). If no UCF ID, please provide date of birth instead. HINT: a candidate that has an @ucf.edu or @knights.ucf.edu has a UCF ID number.

Is the candidate over 18? We will need to obtain parental consent if they are not over 18.

Yes No

Desired start date. This should be a realistic hire date so an accurate break in service can be determined (mm/dd/yyyy).

Please allow at least 3 weeks for a Level One background and 60 days for the Education and Employment verification.

Does the candidate have a driver's license?

Yes No

Please provide a brief description of job duties / basic functions.

What employee class is the candidate / employee being hired into?

Is the candidate being hired into a research-based position or research support role?

Yes No

Department Name

Cost Center for billing

Department representative's signature