



Direct Hire Intake Form

Employee Name: _____ Personal Email Address: _____
(as listed on Social Security Card)

Local Physical Address: _____

Date of Birth: _____ Home/Cell Phone Number: _____ Emplid/UCFID: _____ (7 digit number)
(mm/dd/yy)

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

Other Pre-Employment Questions

4. Are you a retiree from the State of Florida-administered retirement plan? _____ Yes _____ No
(Retiree includes those receiving benefit payments from FRS Pension Plan, including DROP, or taken any distribution (including rollover) from FRS investment plan, or other state administered retirement programs offered by state universities, state community colleges, state government for senior managers, or local governments for senior managers)
5. Do you currently hold a public or elected official position? _____ Yes _____ No
If yes, please indicate the Public or Elected Position Title: _____
6. The expectation is that employees will reside in Florida. Will you be living in Florida once your employment with UCF begins? _____ Yes _____ No
7. Do you have any relatives who are currently employed by UCF? Persons who intend to marry or with whom the employee intends to form a domestic partnership or other intimate relationships are included in the definition of relative. _____ Yes _____ No

If yes, please indicate the following:

Relative's Name: _____ Relative's Department: _____

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 (hire, additional job, etc.) 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 may be 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/>.

Question 4: If individual indicated "Yes" they are a retiree, contact benefits@ucf.edu prior to moving forward with the hire.

Question 5: If individual marked yes that they hold a public or elected official position, and the position is legislative or judicial, and will earn more than 25k in a fiscal year from UCF, please confer with your HR Director/Manager prior to preceding with the hire.

Question 6: If the individual marked no, they cannot be hired onto UCF Payroll. If you would still like them to perform services for your department, you may want to consider hiring them through Kelly Education. If so, complete this [Kelly Education Approval Form](#). Do **not** hire as employee through Workday.

Question 7: If the individual marked yes, they have a relative, and the individual works within the same unit, department, or college, an [Employment of Relatives Form](#) must be completed and approved **prior** to employment. Do not submit the hire action in Workday or allow them to begin working until you have the approved form back from Faculty Excellence of Human Resources.