





Page 2: Employee Information/Background Check Information

All new hires will require a background check.

Candidates must complete a new background check if they do not have one on file, or if they leave the role and return 12 months or later since completing the background check.

If this is a renewal, has the employee previously completed a background check?

Yes No

Type of check previously completed:

Commercial (National Background) Fingerprint

The background authorization form will be emailed to the candidate to complete and submit. It is important that the candidate completes this immediately to avoid any possible delays.

Fingerprint Check:

A fingerprint check (scan) is required for all positions working with minors or youth programs.

The department must work with the candidate in obtaining a fingerprint check.

Does this position interact with minors (not including UMBC students)?

Yes No

Check Reason Below:

- Choice Program Youth Employee/Minor Residential Life
Choice Program (positions other than youth employee) TRIO Programs
Athletics Day Camp Other:
Athletics Coach, Recreation, or Other Athletics

Department Payroll Preparer Signature Signature Date

Department Payroll Approver Signature Signature Date





**Page 4: Human Resources & Strategic Talent Management Reviewer**

**1. HRSTM Classification & Compensation Review**

Approver Signature

Approval Date

Approver Notes

**2. HRSTM Background Check and Nepotism Review**

Approver Signature

Approval Date

Approver Notes

**3. HRSTM Payroll Review**

Approver Signature

Approval Date

Approver Notes