



Authorization For Background Inquiry

When considering individuals for University employment, conviction and criminal history records are reviewed as they relate to the content and nature of the work, and the safety of University staff, students, the public, and University property.

Washington State Law (RCW 43.43.830-840) requires a background investigation be conducted on all prospective employees who will OR MAY have unsupervised access to persons under 16 years of age, developmentally disabled, or vulnerable adults (60 years or older and unable to care for themself) during the course of her/his employment. This investigation includes information regarding the prospective employee's record of convictions for offenses against person, adjudication's of child abuse in a civil action, the issuance of a protection order, and disciplinary board final decisions.

Information obtained from this inquiry will not necessarily disqualify you for employment, but will be considered in determining your character, suitability, and competence to perform in the position applied for, and may result in a denial of employment. You may be employed on a conditional basis pending completion of the background investigation.

Instructions

Student: Complete all sections below and on the reverse side of this form, and give the form to your employer.

Employer: Refer to the Student employment web site for processing instructions (cwu.edu/~seo/bkgrdintrol.html)

Complete the following

(print clearly, using ink)

Name: _____ SS#: _____
Last First MI

Maiden or other names previously used: _____ Date of Birth: ____/____/____

Position Applied For: _____

Dept.: _____ / _____ Supervisor's Name: _____
Mail Stop Code (print)

