

Background Check Questionnaire

POSITION INFORMATION	
Position Title:	Click here to enter text.
Department	Click here to enter text.

If one or more of the key duties are marked yes, the position is required to be posted as “sensitive”. Successful candidates for “sensitive” positions will be required to complete the minimally required background check. This is comprised of: employment verification, education verification, reference check, and criminal records check.

Check all that apply	KEY DUTIES AND RESPONSIBILITIES	IN ADDITION TO THE MINIMALLY REQUIRED BACKGROUND CHECK INCLUDES:
<input type="checkbox"/> Yes	Responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property. Those persons who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).	Sexual offender registry
<input type="checkbox"/> Yes	Authority to commit financial resources of the university through contracts greater than \$10,000	Credit Check
<input type="checkbox"/> Yes	Access to, or control over cash, checks, credit cards, and/or credit card account information	Credit Check
<input type="checkbox"/> Yes	Responsibility or access/possession of building master or sub- master keys for building access	
<input type="checkbox"/> Yes	Access to controlled or hazardous substances	
<input type="checkbox"/> Yes	Access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive	
<input type="checkbox"/> Yes	Control over campus business processes, either through functional roles or system security access	
<input type="checkbox"/> Yes	Responsibilities that require the employee to possess a license, degree, credential or other certification, as required by the CSU Classification Standard, in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position	Professional licensing, certification and/or credential verification. License required by the Class Standard: Click here to enter text.
<input type="checkbox"/> Yes	Responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death	Motor Vehicle Records/Licensing Check