

# Background Check Questionnaire

POSITION INFORMATION	
Position Title	
Department	

If one or more of the key duties are marked yes, the successful candidate 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 one (required)	KEY DUTIES AND RESPONSIBILTIES	IN ADDITION TO THE MINIMALLY REQUIRED BACKGROUND CHECK INCLUDES:
<input type="checkbox"/> Yes <input type="checkbox"/> No	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 <input type="checkbox"/> No	Authority to commit financial resources of the university through contracts greater than \$10,000	Credit Check
<input type="checkbox"/> Yes <input type="checkbox"/> No	Access to, or control over cash, checks, credit cards, and/or credit card account information	Credit Check
<input type="checkbox"/> Yes <input type="checkbox"/> No	Responsibility or access/possession of building master or sub- master keys for building access	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Access to controlled or hazardous substances	
<input type="checkbox"/> Yes <input type="checkbox"/> No	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 <input type="checkbox"/> No	Control over campus business processes, either through functional roles or system security access	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Responsibilities that require the employee to possess a license, degree, credential or other certification 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
<input type="checkbox"/> Yes <input type="checkbox"/> No	Responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death	Motor Vehicle Records/Licensing Check

