Business Operations Background Check Request

To be completed by the hiring supervisor <u>before</u> a job offer has been made.

Please complete and return this form along with the original copy of the Background Check Disclosure, Authorization, and Release Form, to be completed and signed by the selected candidate, to Marc Stoffel in Business Operations Human Resources.

Date: _____

Request Submitted by: _____

Department: _____

Phone: _____ E-mail: _____

I would like to offer _____ the position of _____ contingent upon a satisfactory background check.

Candidate is currently an employee at OSU: ○ Yes ○ No

Driving a motor vehicle is a requirement of this position: ○ Yes ○ No

If driving is a requirement, check one:
- ☐ CDL Required (endorsement(s)_____)
- ☐ Non-CDL – Driving Essential Job Duty
- ☐ Non-CDL – Driving Not Essential Job Duty

Per the requirements of the position, I am requesting the following additional checks be performed:

- ☐ Credit Report
- ☐ Educational Verification (degree_____institution_____)
- ☐ Professional Licensure (license_____)

Remit to: Campus Mail:
Marc Stoffel
Business Operations Human Resources
Room #105, Stores and Receiving Building
2650 Kenny Rd.

Questions: Phone: 688-3499
Fax: 292-5666
stoffel.6@osu.edu

Business Operations
June 2009