

Please review the Conducting Background Checks policy
Security Sensitive Position Assessment

Hiring Authority: _____

Position Title: _____

Date: _____ Dept/College: _____

Does the position involve any of the following?

1. Unsupervised direct contact with children under the age of 16?

YES NO

If yes, please explain: _____

2. Unsupervised direct contact with vulnerable adults (adults of any age who lack the functional, mental, or physical ability to care for themselves)?

YES NO

If yes, please explain: _____

3. Access to cash, execution or approval of institutional major financial resources?

YES NO Note: "Cash" includes currency and coin, checks, traveler's checks, money orders, debit and credit cards.

If yes, please explain (including the approximate amount of funds handled on a daily, monthly or annual basis):

4. Commercial Driver's License requirement?

YES NO

5. Access to confidential, critical and/or secured data?

YES NO

If yes, please explain: _____

6. Keyed access to residence halls?

YES NO

7. Access to or responsibility for pharmaceuticals or controlled substances?

YES NO

8. Access to or responsibility for select agents (biological agents or toxins deemed a threat to public)?

YES NO

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9. Other responsibilities that may be deemed high risk to safety and security of the campus community or University resources?

YES NO

If yes, please explain:

For Human Resources To Complete: Background checks to be conducted and posted

Basic CCV Credit Check Drug Test Fingerprint CCV

TB Test FBI Assessment