Background check form – Graduate Assistant/Unpaid Visiting Scholars/Unpaid Interns or Volunteers

First Name (print legibly)

Last Name

New Hire E-mail Address (print legibly)

PSU ID

Anticipated Start Date

Job Title

Position Type

☐ Grad/Post Doc

☐ Volunteer/Individual Contractor

☐ Intern/Visiting Scholar

Type of Background Check

☐ Standard - all employees hired by PSU

☐ MVR - employees who have driving responsibilities as a regular part of their job duties

☐ Education - all employees hired into an academic position

☐ Credit - employees who have the ability to utilize $10,000 or more of university funds without additional approvals

☐ License Verification - employees who hold occupational licenses (nurses, welders, lawyers, etc.)

Is the employee an authorized adult?
(Will have routine contact with minors)

☐ Yes

☐ No

Have you been employed at PSU within the last 6 months?

☐ Yes

☐ No

Notes

Report Out To Name

Report Out To Email Address

If you have difficulties using the submit button, please save a copy and email as an attachment to the HR Transactional Support Center at HRtsc@psu.edu.

For Transactional Support Center use, only:

BG Sub_____   Compl_____
E'd about paperwork (GA only)_____   Notified OK to work_____
Paperwork Date (GA only)_____   BG spreadsheet_____
e-verified (GA only)_____
AI9F/UI9F (GA only)_____