

Inter-Office Memo
The Southern Baptist Theological Seminary



To: Mike Wade, Director of Human Resources Date: _____

From: _____

Subject: Request for Employee Background Check

Please conduct a background check on the individual listed below.

Name: _____

Position Title: _____ Cost Center (4 digits): _____

1) Check appropriate description below:

- An applicant being considered for employment
- A current employee being considered for promotion or transfer
- Childcare applicant-employment
- Childcare applicant-volunteer
- Boyce College Resident Leader
- Mission Volunteer

2) Check all that apply:

- This applicant has a Consumer Report Disclosure-Waiver and Release Form on file in the Human Resources Office.
- A Consumer Report Disclosure-Waiver and Release Form is attached to this Background Check Request.
- This applicant has an SBTS Employment Application on file in the Human Resources Office.
- This applicant has a Childcare Background Questionnaire on file.
- This applicant has a Childcare Volunteer Application on file.

Requesting Supervisor Signature: _____