



Background Check Authorization Form
For Students and Volunteers Designated as Sensitive

The CSU policy [HR 2015-08](#) requires SDSU to conduct background checks on positions designated as sensitive for students, volunteers, consultants, and contractors *prior to making a final offer of employment or beginning work within the position*. Background checks must consist of 1) Employment Verification (10 years of prior employment), 2) Education Verification, 3) Professional Reference Checks, and 4) Criminal Records Checks. Other checks, DMV, credit and professional license verification, will be done for specific positions when job related.

Instructions: Submission of the information requested on this form is mandatory. Please provide the name, title and phone number for two supervisors (current/most recent and former) who we can contact on your behalf.

Candidate Name _____

Position Applying For _____

Job Opening ID Number _____

Reference Information:

1) Name & Title _____

Phone Number _____

2) Name & Title _____

Phone Number _____

Optional

3) Name & Title _____

Phone Number _____

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In consideration of the university's need to evaluate my suitability for employment or volunteer engagement, I hereby authorize the university to perform all checks of my background including verification of salary and work experience as allowed by law, including but not limited to discussions with my past and/or current employer and/or supervisor(s), co-workers, business associates, or other individuals that the university, in its sole discretion, believes may have relevant information regarding my suitability for employment.

I agree not to assert any claims or causes of action of any kind against the university, its agents, its employees, or any individual contacted by the university, arising out of the university's investigation of my credentials. I acknowledge that the university has made no representations as to whether employment will be offered at the conclusion of its investigation.

Candidate Signature

Date