

UNH Cooperative Extension Background Check Worksheet for Work Study and Student Hourly Employees

Instructions: University of New Hampshire requires a background check at the time of hire, reclassification, or transfer into a critical or sensitive position. A security or safety sensitive position is one where any of the elements listed below are a significant part of the job. **Please check all boxes that apply, sign and date the form and forward to the BSC.**

Date: _____

Employee Name (please print): _____

Position (please check one): Work study Student Hourly (*full time students only*)

- Master key access to any facility/building and/or campus residence, hotel rooms, or apartments;
- Direct responsibility for the safety and security of personal or University property;
- Direct responsibility for care, safety and security of humans;
- Unsupervised Contact with Minors including positions involving unsupervised work with minors such as cooperative programs, 4-H and summer youth programs;
- Access to secured and/or confidential information of the University's computer systems and accessibility to data;
- Direct access to, or responsibility for cash, checks or University property disbursements or receipts;
- Authority for committing University financial resources;
- Direct access to or responsibility for controlled substances and or hazardous materials/chemicals:
- Responsibility for operating University-owned vehicles, or other vehicles operated for University business (includes, transit, drivers, deliver staff).
- Background check not required. None of the above applies.

Hiring Supervisor

Department

Phone