



## Background Check Questionnaire for Volunteers, etc.

This document has been prepared to assist you in completing the questionnaire for requesting background checks for volunteers, courtesy appointments, affiliates, current employees gaining new duties, students converting to ops, and more.

To request a background check for a volunteer, current employee (not being hired via WD Recruiting), affiliates, and more, please answer the following questions in an email to [empl@fau.edu](mailto:empl@fau.edu)

Below is a breakdown of the questions on the questionnaire

<b>Background Check Questionnaire:</b>
<b>Candidate's Name:</b>
<b>Candidate's Email:</b>
<b>Please specify the capacity in which the candidate is being hired (i.e. volunteer, affiliate, courtesy appointment, etc.):</b>
<b>Please specify if this is a paid appointment:</b>
<b>Please provide the SmartTAG# that should be used to charge the background check to.</b>
<b>Will the selected candidate have fiduciary responsibilities with their position (ex. cash handling, pCard, or access to credit card or checks)?.</b>
<b>Will the selected candidate be driving a University vehicle (this includes a golf cart)?</b> <b>If driving is not required for the position, please answer no.</b>
<b>Will the candidate have direct contact with a protected class (i.e. children under the age of 18, elderly, or individuals with disabilities)?</b> <b>If you have questions on how to answer this question, please contact <a href="mailto:empl@fau.edu">empl@fau.edu</a> prior to answering the question.</b>
<b>Please provide the candidate's Z# (enter N/A if candidate does not have a Z#):</b>
<b>Does the candidate have a social security number? If no, an International background check will be required.</b>
<b>Official Name of the Hiring Department:</b>