

# BACKGROUND CHECK QUESTIONNAIRE

Please complete Parts 1-5 based on the position's duties and provide a brief description of the duties at the bottom of the questionnaire.

**Candidate(s) Name:** \_\_\_\_\_

---

## Part 1: Outside Documents Required from DCF Check (Fingerprinting without Accurate)

- Is this job/role located in the FSU Childcare Center?
- Does this job/role require a specific background check to be performed for which approved external agencies complete screenings? (e.g., DRS positions, positions in the K-12 school system, etc.)
- If the hiring department for this job/role has been granted approval by the Office of Human Resources to perform a specific background check for all employees, select the appropriate level. If not applicable, select "NO."
- Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?

---

## Part 2: Level 2 Background Check Required Duties

- Will this person be providing care, treatment, education, training, instruction, supervision, or recreation to vulnerable populations such as minors, the elderly, or those with disabilities?
- Is the position classified as Vice President level or above by job code/administrative code?
- Is the position with the FSU Public Safety or Panama City Campus Public Safety? If yes, submit a copy of the fingerprint report obtained by FSUPD; HR will conduct the Standard portion of the Criminal History Background Check.
- Is fingerprinting a requirement by granting agencies for grants and contracts?
- Will this person be working or volunteering with regulated materials regardless of quantity [DHS Chemicals of Interest, DEA controlled substances, NRC Radioactive Material], or is the position located in a facility covered by a DOT Security Plan, or has unescorted access to said materials?

---

## Part 3: Level 1 Background Check Required Duties

- Will this person perform fiscal duties to include budgeting, accounting, or having direct access to cash (except petty cash), checks, and/or credit/debit cards to include making and/or receiving payments?
- Will this person possess system access that provides the ability to process payments, print or distribute checks, process corrections, or generate, update, or approve financial transactions that will result in the disbursement of University funds?
- Will this person have control over University-wide operational processes through functional roles or system security access?
- Will this person have access to sensitive, secure, and/or confidential personal information on individuals, such as students, faculty, staff, or alumni (e.g., social security numbers, dates of birth, etc.)?
- Will this person possess access to surplus property inventory; or possess a grand master or building master key and/or cards for building access?

---

## Part 4: Driver's License Check

- Will this candidate/position be required to drive a University-owned motor vehicle (including golf carts and other utility vehicles) as part of their regular duties? See University Policy OP-C-7-G8 for driver's license check requirements.

---

## Part 5: Description of Duties

Please provide a description of duties below. *For those working in a lab, please be specific in confirming if the individual will have escorted and/or unescorted access to regulated chemicals or materials.*