

**REQUEST TO DESIGNATE POSITION  
FOR CRIMINAL, CREDIT, OR RELATED BACKGROUND CHECK**

University of Oregon policy 3.09.01 permits criminal, credit, and related background checks on finalists for designated positions as necessary to ensure a safe and secure work and learning environment. Policy is available at <http://policies.uoregon.edu/policy/by/1/03000-human-resources/criminal-credit-and-related-background-checks-applicants-universit>.

**Department:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Type of Position(s)**

- Classified    Unclassified    Student    GTF    Temporary    Volunteer

**Type of background check requested**

- Criminal    Credit    Other *(please explain):* \_\_\_\_\_

**Criteria for conducting the background check:**

- Unsupervised access to children (does not include UO students under 18) or vulnerable adults.
- Access to computer infrastructure, systems, or applications with sensitive data or position providing computer security services.
- Broad and extensive access to personally identifying information about students, faculty, staff, alumni, donors, or research subjects.
- Direct access to and handling of cash and cash equivalents.
- Ability to modify business or financial records after transactions processed.
- Public safety and campus security.
- Unrestricted access to building master keys, security systems, or areas where people have reasonable expectation of privacy.
- Direct access to controlled substances and potentially hazardous chemicals.
- Access to animal research facilities.
- Required by outside agency.

**Brief description on how position meets criteria listed above** *(attach position description):*

**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**HR Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please submit to Human Resources. Contact Christine Lonigan, Employment Manager, for more information at [clonigan@uoregon.edu](mailto:clonigan@uoregon.edu) or 346-2963.*