

## Instructions for using the

### **CRIMINAL CONVICTION AND CIVIL FINDING AUTHORIZATION – Students and Volunteers**

For positions that meet one or more of the security/safety sensitive criteria, including positions covered by the Washington State Child and Adult Abuse Law (CAAL), offers of student employment or volunteer assignment must be made contingent on obtaining a satisfactory criminal conviction background result for the candidate

(<https://www.washington.edu/admin/hr/roles/mgr/hire/backgroundchk/backgroundchk-criteria.html> for security/safety sensitive criteria).

After making a contingent offer, use this form to obtain authorization for the University to run a Criminal Conviction and Civil Finding Background Check. When your candidate completes this authorization, **contact your employment specialist**, who will initiate the criminal conviction and civil finding background check process.

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**This questionnaire is ONLY used for those student positions or volunteer assignments that are subject to a criminal conviction background check, and are not being filled through UWHIRES. PLEASE TYPE OR PRINT RESPONSES.**

The University conducts a criminal conviction background check for positions and volunteer assignments that the University has identified as security/safety sensitive, including those covered by the Washington State Child and Adult Abuse Law (CAAL). Having a criminal conviction and/or civil finding record is not necessarily disqualifying, however individuals with certain types of convictions or civil findings may be ineligible for some positions or volunteer assignments, as required by law. You are being asked to complete this form because you have been identified as a qualified candidate for a security/safety sensitive position or volunteer assignment. The information you provide will be used as part of the criminal conviction background/civil finding review process. If you have questions about the use of conviction/criminal history information in the application process please discuss them either with the office using this form or University of Washington Campus HR Operations 206-543-2544.

Full Legal Name Last Name, First Name Middle Name	Phone – Include area code	Email
Position or volunteer assignment applied for		Date of Birth (mm/dd/yyyy)

I understand that my eligibility for employment or participation as a volunteer is conditioned on, among other things, the University's receipt of a satisfactory criminal conviction report. I further understand that I can be denied employment or participation as a volunteer, or discharged for any misrepresentation or omission in any information I provide. I authorize the University of Washington to make inquiries regarding criminal conviction/civil finding history.

Signature \_\_\_\_\_ Date \_\_\_\_\_