**Please complete this form and return it to your supervisor for processing. You will receive an email from HireRight to complete your Criminal Background Check online.**

|  |
| --- |
| **Print Clearly** |

|  |  |
| --- | --- |
| **First:**  | **Middle:** |
| **Last:** |
| **Phone Number:(Required)**  |
| **Email Address**: **(Required)**       |

|  |
| --- |
| **Supervisor: Complete and return to Human Resources:** |
| **Department Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Account # to be charged**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Contact name/email for results: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

|  |
| --- |
| **Office Use Only** |

|  |
| --- |
| Work Order #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| HRS: \_\_\_\_\_\_\_\_\_\_ Email results: \_\_\_\_\_\_\_\_\_\_\_ |

Once the CBC has been ordered and completed, the Department contact and recipient will be notified of the results. Please call 920-424-1166 or email hroffice@uwosh.edu if you have questions or need assistance.