**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.**

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| **Print Clearly** |

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

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

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| **Office Use Only** |

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| 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](mailto:hroffice@uwosh.edu) if you have questions or need assistance.