

UC Davis Human Resources  
**Background Check Worksheet**

**Instructions:** UC Davis policy requires a background check at the time of hire, reclassification, position description update or transfer into a "critical" position. A "critical" position is one where any of the elements listed below are a significant part of the job.

Please check all boxes that apply, sign and date the form, and **retain it in the departmental file** on the recruitment, classification review, or other personnel action.

Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Position Title Code/Title \_\_\_\_\_

Action:     hire     promotion     demotion     transfer     reclassification     PD update     contract

- Master key access to residence and other facilities. (e.g., custodians, police, telecommunication's crew, facility managers and other staff or student positions with master key access to any facility/building and/or campus residence).
- Direct responsibility for the care, safety and security of human or animals; or the safety and security of personal and University property (e.g., physicians, nurses, student affairs officers, counseling psychologists, residence hall supervisors, coaches, or other staff or students providing professional counseling services directly to students and /or transporting staff or students, animal care personnel, child care services personnel including staff working with minors, public safety dispatchers, health and safety personnel, and recreation instructors).
- Direct access to or responsibility for controlled substances or hazardous materials (e.g. pharmacists, pharmacy assistants, custodians, lab personnel, nurses, physicians, staff research associates)
- Extensive authority for committing the financial resources of the University (e.g., ALL MSP and Sr. Manager positions, directors, assistant/associate directors, management services officers, accountants, architects, buyers, and other staff that have the extensive responsibility for approving purchases or committing financial resources).
- Direct access to or responsibility for cash, cash equivalents, checks, or University property disbursements or receipts (e.g., cashiers, accountants, parking representatives, storekeepers, and other staff responsible for petty cash, distribution of employee salary or reimbursement checks, and invoice approval and payment, collection managers, mail services, management services officers).
- Direct access to and/or responsibility for protected, personal, or other sensitive data (e.g., auditors, development officers and staff, information systems personnel, HR and payroll staff, nurses, nurse practitioners, patient intake and billing staff, PC coordinators, physicians, programmers, registrars, staff research associates, student affairs officers, voc rehab counselors)
- Direct access to and/or responsibility for information affecting national security.
- Other (requires approval of Dean/Vice Chancellor): \_\_\_\_\_
- Background check not required. None of the above applies to this position.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone