



Facilities Human Resources Office
103 Mendenhall-Building A
Tallahassee, Florida 32306
Phone: 850-644-1942 Fax: 850-644-2281

Request To Hire OPS

Submit Date

All OPS hires require three references. Please submit this form and the references documents to the fac-recruiting@fsu.edu email address or hand deliver. It is the department's responsibility to complete and submit all required documents for timely processing. All fields below are required.

Candidate's Name:

Candidate's Email:

Candidate Phone Number:

Candidate Username (letters from email):

Current Staff/Student? Y N If so, Empl/Student ID:

Job Code: (Student = A, Nonstudent = T)

Duties:

Driving?

Supervisor Name:

Department:

Funding Code:

Weekly Hours:

Hourly Rate:

Requested Start Date:

Requested End Date:

Requester Name:

Requester Email:

Requester Phone #:

DL Checked/Verified: Yes No **DL Valid:** Yes No

Additional Notes:

Department Head Signature

Revised 7/24/2024



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The Background Check Questionnaire is required for all appointments, internal movement actions, additional duties, and volunteer service. The Questionnaire provides a snapshot of the duties of a job/role compared to the requirements of University Policy 4-OP-C-7-B11, Criminal History Background Checks, and serves as a tool to determine if a background check is needed, and if so at what level.

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Part 1. Outside documents to replace/satisfy FSU BGC:

1	Is this job/role located in the FSU Childcare Center?	
2	Does this job/role require a specific background check to be performed for which approved external agencies complete screenings? (e.g., DRS positions, positions in the K-12 school system, etc.)	
3	If the hiring department for this job/role has been granted approval by the Office of Human Resources to perform a specific background check for all employees, select the appropriate level. If not applicable, select "NO."	
4	Will this person be working or volunteering with a University Sponsored Summer Camp held between May and September?	

Part 2. Level 2 Background Check Required Duties:

1	Will this person be providing care, treatment, education, training, instruction, supervision, or recreation to vulnerable populations such as minors, the elderly, or those with disabilities?	
2	Is the position classified as Vice President level or above by job code/administrative code?	
3	Is the position with the FSU Public Safety or Panama City Campus Public Safety? If yes, submit a copy of the fingerprint report obtained by FSUPD; HR will conduct the Standard portion of the Criminal History Background Check	
4	Is fingerprinting a requirement by granting agencies for grants and contracts?	
5	Will this person be working or volunteering with regulated materials regardless of quantity [DHS Chemicals of Interest, DEA controlled substances, NRC Radioactive Material], or is the position located in a facility covered by a DOT Security Plan, or has unescorted access to said materials?	

Part 3:

1	Will this candidate/position be required to drive a University-owned motor vehicle (including golf carts and other utility vehicles) as part of their regular duties? See University Policy OP-C-7-G8 for driver's license check requirements.	
2	By selecting "Yes," I confirm that the above duties have been reviewed by the position supervisor and are accurate.	