

# Background Check Questionnaire

## POSITION INFORMATION

Position Title:

Department

If one or more of the key duties are marked yes, the position is required to be posted as “sensitive”. Successful candidates for “sensitive” positions will be required to complete the minimally required background check. This is comprised of: employment verification, education verification, reference check, and criminal records check.

Check all that apply	KEY DUTIES AND RESPONSIBILITIES	IN ADDITION TO THE MINIMALLY REQUIRED BACKGROUND CHECK INCLUDES:
Yes No	Will the volunteer have regular and/or direct contact with minor children at CSU-hosted clinics and recreational campus?	Sexual offender registry/Live Scan fingerprinting
Yes No	Is the employee identified as a mandated reporter of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a)?	Sexual offender registry/Live Scan fingerprinting
Yes No	Will the employee have authority to commit financial resources of the university through contracts greater than \$10,000	Credit Check
Yes No	Will the employee have regular access, for any purpose other than the routine solicitation and processing of credit card applications in a retail establishment, to all of the following types of information of any one person: <ul style="list-style-type: none"> <li>• Bank or credit card account information</li> <li>• SSN</li> <li>• DOB</li> <li>• Regular access to cash totaling \$10,000</li> </ul>	Credit Check
Yes No	Will the employee be responsible for or have access to possession of building master or sub-master keys for building access?	
Yes No	Will the employee have regular, unsupervised access to controlled or hazardous substances? Examples of this are: Dispenses prescription medication, maintains drug formulary, access to drugs, access to potentially hazardous chemicals	

Check all that apply	KEY DUTIES AND RESPONSIBILITIES	IN ADDITION TO THE MINIMALLY REQUIRED BACKGROUND CHECK INCLUDES:
<p>Yes</p> <p>No</p>	<p>Will the employee have access to and responsibility for level 1 sensitive data for faculty, staff, students or alumni as defined either:</p> <p>A. An individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted:</p> <ul style="list-style-type: none"> <li>a) Social Security Number</li> <li>b) Driver's license or California identification card number</li> <li>c) Account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account</li> <li>d) Medical information</li> <li>e) Health insurance information</li> </ul> <p>B. Access to another user name or email address, in combination with a password or security question and answer that would permit access to an online account of another person.</p>	
<p>Yes</p> <p>No</p>	<p>Will the employee have control over campus business processes, either through functional roles or system security access</p>	
<p>Yes</p> <p>No</p>	<p>Responsibilities that require the employee to possess a license, degree, credential or other certification, as required by the CSU Classification Standard, in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position</p>	<p>Professional licensing, certification and/or credential verification. License required by the Class Standard:</p>
<p>Yes</p> <p>No</p>	<p>Responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death</p>	<p>Motor Vehicle Records/Licensing Check</p>