



BACKGROUND SCREENING DISCLOSURE FORM

Under Arizona Board of Regents (ABOR) Policy 6-709 and University of Arizona Policy HR-401, the University of Arizona conducts Pre-Employment Screening, including a criminal records check and driver’s license record review, on all “finalists” for paid positions and on other individuals who perform security or safety-sensitive duties or responsibilities on behalf of the University or who are otherwise engaged by University departments and units that are required by policy to conduct fingerprint-based criminal records checks. Additional information about the University of Arizona’s pre-employment screening policy is located at: <http://policy.arizona.edu/human-resources/pre-employment-screening-policy>.

Your employment or assignment start date is dependent on your acceptance of the Background Screening Consent form and your completion of this Background Screening Disclosure form. These forms must be completed and signed electronically before your employment or assignment begins. If your duties, activities or area of assignment require the University to conduct a fingerprint-based criminal records review, you will also receive an electronic Fingerprint Notice instructing you on the requirement to complete and submit a fingerprint packet. A criminal records check will begin as soon as all required documents are submitted.

Please carefully and thoroughly complete this Background Screening Disclosure Form and submit it to our secure document upload portal at:

<https://hr.arizona.edu/prescreen-secure-upload>

Please label your file name in the following format: Last Name First Name - Disclosure Form

Name(s) and Identifying Information							
First Name:				Middle Name:			
Last Name:				Date of Birth:			
All current or former names known by:							
Social Security Number:							
Current Home Address							
From (Date):			To (Date):				
Street Address:				Country:			
City:			State:			Zip Code:	
<i>You must provide address history for the last seven (7) years. If you have resided at your current address for less than seven years, please provide your previous address history below.</i>							
Previous Addresses							
No: 1	From (Date):			To: (Date):			
Street Address:				Country:			
City:			State:			Zip Code:	
No: 2	From (Date):			To: (Date):			
Street Address:				Country:			
City:			State:			Zip Code:	

The University of Arizona Background Screening Disclosure Form – Continued

No: 3	From (Date):		To: (Date):	
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Street Address:		Country:	
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City:		State:		Zip Code:	
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Have you had more than three (3) previous addresses within the last seven (7) years? YES NO
If "YES", provide your additional address history on a separate sheet, with your full name and email address at the top

Current Driver's License

Do you have a valid driver's license in the United States?	YES	NO
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Current Driver's License Number:		State:		Number of years for this license:	
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You must provide driver's license information for the last three (3) years. Please provide please provide additional license history below.

Additional License History

No. 1	Previous Driver's License Number:		State:	
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Number of years for this license:	
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No. 2	Previous Driver's License Number:		State:	
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Number of years for this license:	
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Do you have (or have you ever had) a driver's license in another country?	Yes	No
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Country:		Number of years for this license:	
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Have you had more than two (2) previous driver's licenses within the last three (3) years? YES NO
If "YES", provide your additional driver's license history on a separate sheet, with your full name and email address at the top

Convictions History

Have you ever been convicted of or plea bargained to a misdemeanor offense?	YES	NO
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If "YES", you must provide criminal conviction(s) information and dates: *(You are responsible for knowing if traffic violations or other citations received were classified as a misdemeanor.)*

Have you ever been convicted of or plea bargained to a felony offense?	YES	NO
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If "YES", you must provide criminal conviction(s) information and dates: *(You are responsible for knowing if traffic violations or other citations received were classified as a felony.)*

Affirmation and Signature

My signature below affirms that the above information on this Background Screening Disclosure form is true, complete and accurate. I understand that a "YES" response will NOT automatically exclude me from consideration, but falsification, misrepresentation, and/or omission of a criminal conviction on my employment application and/or this Background Screening Disclosure form is grounds for excluding me from further consideration, withdrawal of a job offer, and if working, termination of my employment.

Signature: _____ Date: _____

Phone #: _____ Email address: _____