



*Department of Human Resources 2300  
Vartan Way, Suite 207, Harrisburg, PA 17110  
Information for interviewees*

All current and prospective employees & official volunteers of the State System are required to have the following background clearance checks:

- A criminal history record check or statement from the Pennsylvania State Police indicating the individual has not been convicted of a reportable offense;
- Certification from the Department of Human Services as to whether the individual is named in the statewide database as a perpetrator in a pending child abuse investigation, a founded report, or an indicated report of child abuse; and
- Federal criminal history record information, including fingerprinting and review by the Federal Bureau of Investigation for the purpose of verifying the identity of the individual and obtaining a current record of any criminal arrests and convictions. This will be processed by the FBI and the Department of Human Services.

Please complete the following forms prior to your interview. With this information you provide, we will complete the PA State Police clearance, so you do not need to complete anything additional for that check. If you are offered and accept a position with the State System, you will need to complete your PA Child Abuse Clearance and FBI fingerprinting clearance. We will send you an email providing you a link, instructions and a "payment code" which is used to pay for the request.

Additionally, if you are the selected candidate, you will be required to provide written notice within 72 hours after an arrest or conviction for a Reportable Offense or notice of being listed in the statewide database as a perpetrator of a founded or indicated report of child abuse. The form for reporting can be found on our website.

***In compliance with the law, all new employees are considered provisional until all background check clearance are completed and returned. For official volunteers, there is no provisional period, all checks must be completed and returned prior to the start of volunteer duties.***

In addition, the State System is committed to hiring an authorized workforce and maintaining compliance with all applicable employment laws.

To that end, Part 1 of the 1-9 U.S. Employment Eligibility Verification form must be completed and returned on or before the first day of employment or reemployment after a break in service.

Qualifying original documentation (IE: Passport or SS Card and Driver's License) must be presented in person to an authorized university representative in Human Resources no later than the end of the third business day of employment. Only original unexpired documents are acceptable. Human Resources representatives are available outside of regular business hours by appointment, if necessary. If you cannot present qualifying documents by the end of the third business day after hire, your employment can be terminated. Subsequent production of those documents may allow for reinstatement of employment, but there may be negative effects on benefits. If you have any questions or concerns about producing these documents, please contact us at [BPHILIPS@passhe.edu](mailto:BPHILIPS@passhe.edu).

**Office hours** are as follows:  
Monday- Friday: 8:00am-4:30pm

Thank you!  
Human Resources



## Consent Form

### Requesting Consumer Reports for Employment Purposes

In connection with my application for employment with the Pennsylvania's State System of Higher Education, (the "Employer", "State System"), who may request consumer reports or investigative consumer reports on me, I understand that these reports may include preemployment credit reports, criminal background (all levels), governmental databases, department of motor vehicle reports, as well as verifications of professional license, employment (including reason for termination), professional and personal references, and education verification including copies of my transcripts.

By signing below, I give my consent and authorization to this Employer, their screening agent and any agency contacted in connection with this application to obtain consumer reports and investigative consumer reports as listed above. I understand should I be hired by the Employer, that this consent will hold firm throughout my employ with the Employer for use in annual background checks, promotions and other security related matters deemed as needed by the Employer that require background screening.

By my signature below, I'm acknowledging that I am required to provide written notice within 72 hours after an arrest or conviction for a Reportable Offense or notice of being listed in the statewide database as a perpetrator of a founded or indicated report of child abuse. The form for reporting can be found on the Human Resource website under Employment

A photo or faxed copy of this release will act as the original and shall be valid for this and any future reports or updates that may be requested by the Employer in connection with my employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name \_\_\_\_\_

Names/Aliases/Maiden names used in the past: \_\_\_\_\_

Email address: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ Driver's

License Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Present Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Position Applying For \_\_\_\_\_

Please check if you have lived at your present address for 10 or more years

☐

Previous Names, Aliases and Addresses: (List all for the past 10 years) Use back of this sheet if necessary.

\_\_\_\_\_



# Department of Human Resources

2300 Vartan Way, Suite 207, Harrisburg, PA 17110

Phone: 717-720-4000

Email: BPHILIPS@passhe.edu

## PROFILE SHEET

POSITION		DEPARTMENT:	
FULL NAME (Last, First & Middle):		LIST PREVIOUS / ALIASES / MAIDEN NAMES:	
STREET ADDRESS:		APARTMENT / UNIT #:	
CITY		STATE	ZIP CODE
PHONE:	ALTERNATE PHONE NUMBER:	EMAIL ADDRESS:	

Have you ever worked for the State System: Yes No?

If yes, indicate date of employment and University / departments below:

Are you a US citizen? Yes No

Are you authorized to work the PA State System of Higher Education in the United States without sponsorship? Yes No

If no, please give details:

Will you, or in the future, require employment visa sponsorship to work for the State System? Yes No

### Criminal History:

**CRIMINAL OFFENSE** • includes felonies and misdemeanor offenses.

**CONVICTION** • is an adjudication of guilt and includes determinations before a court, a district justice or magistrate and pleas of nolo contendere (no contest) that result in a fine, sentence or probation?

- For this question disregard: minor traffic violations (no points), offenses committed before your 18th birthday which were adjudicated in juvenile court under a Youth Offender Law, and any charges which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition Program.

A "Yes" answer is not necessarily a bar to employment.

WERE YOU EVER CONVICTED OF A CRIMINAL OFFENSE? ☐ Yes ☐ No

If you answer "Yes", please provide a written explanation in the space below.

## AGREEMENT

I certify that all statements made by me on this application and any supporting material included are true and correct to the best of my knowledge and belief, and are a full and complete disclosure. I agree that if employed, any misrepresentation or falsification regardless of when discovered, shall justify disciplinary action, including termination. I understand that the State System will conduct a complete background investigation as part of the hiring process. I also authorize the State System to contact my previous employers and references.

By SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant's Signature

Date