



WICHITA STATE
UNIVERSITY

Criminal Background Check Request Form

Section 1 – To be completed by the Host Department

Volunteer Name	Volunteer Position Title
Volunteer Email Address	

Host Department	Billing Org Name
Supervisor	Billing Org #
Supervisor's Extension	Billing Fund #

Signature

Section 2 – To be completed by the Volunteer

I understand that Wichita State University volunteer assignments may require a background check. I acknowledge and understand that any misrepresentation, falsification, or omission of facts herein may be considered cause for dismissal from any volunteer assignment. I am advised and understand that the volunteer assignment is contingent upon a satisfactory criminal background check. In the event a criminal background check is deemed to require consideration of an adverse decision regarding my volunteer assignment with Wichita State University, I will be provided with a copy of the report and a description in writing of my rights under the federal Fair Credit Reporting Act.

To be considered for a volunteer assignment with Wichita State University, I understand that I will be provided a link, via email, to the website where I will initiate a background check through Validity Screening Solutions, a third-party vendor that completes background checks for WSU.

Signature
