

## ETSU Human Resources-Conducted Background Checks

Position Characteristics	Background Check Type
<ul style="list-style-type: none"> <li>✓ Positions with master key access</li> <li>✓ Cashiers and/or other personnel paying or receiving monies</li> <li>✓ Staff assigned the business, human resources, and procurement offices</li> <li>✓ Critical positions as identified by the University President</li> <li>✓ Candidates for any position that self-identify on employment applications that they have committed a felony</li> <li>✓ Any program employee/volunteer operating a vehicle carrying non-student minors</li> </ul>	<b>A</b>
<ul style="list-style-type: none"> <li>✓ Any program employee/volunteer who works with, instructs, or otherwise has substantial contact with a non-student minor but does not have access to student housing</li> </ul>	<b>B</b>
<ul style="list-style-type: none"> <li>✓ New employees in housekeeping and maintenance who have access to student rooms and/or apartments</li> <li>✓ New employees in information technology who have direct access to student rooms and/or apartments</li> <li>✓ New staff/volunteers working in student housing with access to student rooms and/or apartments</li> <li>✓ Any program employee/volunteer serving as a residential counselor for non-student minors</li> </ul>	<b>B</b> with fingerprinting
<ul style="list-style-type: none"> <li>✓ Additional State and/or federally mandated background checks or screenings</li> </ul>	Screened as necessary

### Check A

SSN Verification

Multi-jurisdiction criminal database – all counties of residence for the past seven years

National Sexual Offender Search

Federal Criminal Record Search

Motor Vehicle Records Search

### Check B

SSN Verification

Multi-jurisdiction criminal database-all counties of resident for the past seven years

National Sexual Offender Search

National Criminal Database

Fingerprinting performed by ETSU Public Safety Office