DRS Background Check Notification

To be sent to Employment & Recruiting Services via the HR-ERS@FSU.EDU account for all new hires, rehires,

additional appointments, and internal movement to ensure the Background Check Policies have been satisfied.

Candidate Name:

Type of Hire:

New Hire   Rehire   Addl Appt   Internal Movement

Job Code: **Job Opening ID:**

Date Most Recent FDLE Check Completed:

FDLE Continuous Monitoring Maintained since last FDLE Background Check?
Yes   No

Have there been "Hits" on this FDLE Background Check?
Yes *(If yes this candidate's results must be reviewed by the Background Check Committee)*

No

If "hits" are received on the FDLE report, the most recent FDLE Background Check has been printed and will be attached to this form to be dropboxed to HR-ERS@FSU.EDU.

Yes

Instructions

1. Complete this form for each appointment.
2. If "hits" are received, attach the most recent FDLE results and dropbox both forms to HR-ERS@FSU.EDU.
3. Upon receiving the "Proceed with Hire" email from ERS, proceed with the hiring process and submit appointment paperwork appropriately.