



AUGUSTA
UNIVERSITY

Background Request Form

This form should be used by departments to provide Human Resources required information for a Criminal Background review be initiated for a candidate. Please notify candidate to be on the lookout for an email from Accurate to complete their background.

Please provide the following information:

First Name: _____ Last Name: _____

Street Address: _____ City: _____

State: _____ Zip: _____

Email Address: _____ Phone Number: _____

Position Number: _____ Title: _____

Department ID: _____ Department: _____

College/Admin Unit: _____

Location: the city and state the position will work: _____

Estimated Hire/Start Date: _____

Department Contact: _____