



Volunteer Background Check Worksheet
Office of Human Resources

Name: _____ Date: _____

Department: _____

Person completing this Form: _____

Who Must Undergo Background Checks

The CSU is required to conduct a background check on volunteers only if being considered for a position in which a background check is required by law. These volunteers will be required to have background checks if they have not had checks within the past 12 months on the same campus

- Section I - Will the Volunteer: YES NO
Be in a Sworn CSU Police Personnel Position (California Government Code §1029 and 1031)
Be in a Police Officer Cadet Position (California Government Code §1029 and 1031)
Be in a Police Dispatcher Position (Commission Regulation 1959)
Be in a position with direct contact with minor children at a camp operated by the CSU (Education Code §10911.5)
Be in a position with access to stored criminal offender record information (11 CCR §703 and 11 CCR § 707)
Be in a Position with access to patients, drugs or medication (California Labor Code §432.7)
If any questions were checked "yes" in Section I, a LiveScan (finger printing) check is required.
Section II - Will the Volunteer have access to Level 1 Data (Protected, private or sensitive information)
If question was checked "yes" in Section II, a background check is required.

HR Employment Services Office Use Only:
Has this volunteer completed a background check through Sacramento State in the last 12 months? If yes, please provide date: _____
Has this volunteer completed a LiveScan (finger printing) through Sacramento State in the last 12 months? If yes, please provide date: _____

Thank you for completing the above information and supporting the Employment Services Office ability to fulfill the CSU Background Check requirements. Together everyone contributes to "MAKING" Sacramento State a Safe and Secure Campus!