



Self-Disclosure of Criminal Convictions and Background Check Policy 4.15

Office of Human Resources

Applies to: Faculty, staff, appointees, volunteers, applicants, third party staffing vendors, graduate associates, and student employees

Resources for Policy 4.15

- Background Check Disclosure, Authorization, and Release form, hr.osu.edu/policy/resources/415consent.pdf
- Credit Card Policy 5.15, The Ohio State University Credit Card Merchant Policy Credit Card Handling Responsibilities and Procedures, treasurer.ohio-state.edu/PDFS/Merchant%20Policies%20and%20Procedures%202007.pdf
- Fair Credit Reporting Act, ftc.gov/os/statutes/031224fcra.pdf
- Frequently Asked Questions, hr.osu.edu/policy/resources/415faq.pdf
- Managing Self-Disclosed Criminal Convictions, hr.osu.edu/policy/resources/415manage.pdf
- Minimum Standards for Conducting Background Checks, hr.osu.edu/policy/resources/415standards.pdf
- Ohio Public Records Act, codes.ohio.gov/orc/149.43
- Records Retention Schedule, library.osu.edu/assets/Uploads/RecordsManagement/general-schedule.pdf#page=17
- Required Background Checks, hr.osu.edu/policy/resources/415required.pdf
- Security Standards Council's Payment Card Industry (PCI) Data Security Standards, pcisecuritystandards.org/security_standards
- Self-Disclosure of Criminal Convictions form, hr.osu.edu/policy/resources/415form.pdf
- Summary of Your Rights Under the Fair Credit Reporting Act, hr.osu.edu/policy/resources/415rights.pdf
- Third Party Staffing Vendor Contract Language, hr.osu.edu/policy/resources/415vendorcontract.pdf

Letters

- Adverse Action, hr.osu.edu/policy/resources/415sample-adverse.doc
- Auxiliary faculty offer letters – will be posted and linked to on the OAA website as soon as available.
- Ineligible for University Employment Due to Falsification – External Candidate, hr.osu.edu/policy/resources/415sample-ineligibleext.doc
- Ineligible for University Employment Due to Falsification – Internal Candidate hr.osu.edu/policy/resources/415sample-ineligibleint.doc
- Pre-Adverse Action, hr.osu.edu/policy/resources/415sample-pre-adverse.doc

Contacts

Subject	Office	Telephone	E-mail/URL
Policy clarification	Office of Human Resources	614 292-2800	ohrc@hr.osu.edu hr.osu.edu/ohrc
Medical Center process	OSU Medical Center HR Shared Services	614-293-4988	
Contracts with third party staffing vendors	Purchasing	614-292-2694	Bo-osupur@busfin.ohio-state.edu