

# REQUEST FOR ONLINE REFERENCE CHECKING SERVICE

Candidate Submission

## TO BE COMPLETED BY REQUESTING DEPARTMENT

Department Name: \_\_\_\_\_

Hiring Supervisor: \_\_\_\_\_ Index to Bill for Recharge: \_\_\_\_\_

Dept. HR Contact 1: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: x \_\_\_\_\_

Dept. HR Contact 2: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: x \_\_\_\_\_

Candidate's First Name: \_\_\_\_\_

Candidate's Last Name: \_\_\_\_\_

Candidate's E-mail Address: \_\_\_\_\_

## TO BE COMPLETED BY REQUESTING DEPARTMENT

Position Applying for: \_\_\_\_\_  
(e.g. "Pediatric Nurse", "Customer Service Agent")

Division: \_\_\_\_\_

Is applicant currently an employee of UC San Diego?  Yes  No

Is department requesting DOJ/FBI Live Scan (\$5 discount applied)?  Yes  No

Position ID (Requisition #): \_\_\_\_\_

Dept. HR Contact (Recipient(s) of Finalized Report): \_\_\_\_\_

## UC SAN DIEGO HUMAN RESOURCES USE

Transmitting Agency: UCSD Human Resources, Talent Support Services

Assign Candidate to: Sara Mendenhall \_\_\_\_\_ Date: \_\_\_\_\_

Select Specific Survey for Candidate: \_\_\_\_\_  
(e.g. "Administrative Professionals, v2", "Custodian")

Index to Bill for Recharge: \_\_\_\_\_ Amount Billed for Service: \_\_\_\_\_