

Required Background Check for Human Resources

Program Directors: Please complete the information below for all faculty, professional staff, students, volunteers or contractors participating in the Program/Activity/Service/Event. Every individual is required to have fully complied with State Law and Belmont University Policy concerning:

1. Background check must be updated every four (4) years.
2. Protection of Minors/Mandated Reporting of Child Abuse Training

Background checks and Protection of Minor Training must be completed two (2) weeks before the program begins.

For additional space, please format in an excel spreadsheet

Last Name	First Name	Last 4 of SS#	Email Address	Cell #	Program/Event

Fund	Org	Account	Program	Activity

Please inform all faculty, professional staff, students, volunteers or contractors participating in the Program/Activity/Service/Event of the following:

Required background screening:

* With the requested information (email and cell #), HireRight will send an email as well as a text message to the potential employee/chaperone/volunteer to complete the needed information to begin the background check. Once information is received from HireRight via text/email, please complete immediately.

*If you do not see an email from HireRight in your regular inbox, please check your spam inbox.

Required Training Information

*Before being allowed to work any program/event as a camp worker/chaperone and/or volunteer, you are also required to complete training on Belmont's Protection of Minors on Campus policy. Please click on the link below to access the online training.

<http://www.belmont.edu/risk-management/protecting-minors.html>

Who's Responsible?

It is the responsibility of the person in charge of the Program (Program Director) to ensure that each participating adult has completed the required background check and has completed the Protection of Minor Training two (2) weeks before the program begins.