

Revised Criminal Background/Sanction Release Form

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- 2010 -

For Immediate
Release

The "Criminal Background/Sanction Release Form" has been revised and placed on the UIC HR website at <http://www.uic.edu/depts/hr/quicklinks/hrforms/index.shtml>

The revised form is in a PDF fillable format. The format was changed as many of the handwritten forms are difficult to read and lead to multiple call backs to the respective department delaying the processing of the Background Checks.

Please do the following:

1. Destroy any hard copies of the old version (only use the form with a date of **Rev 8/10** in the bottom right hand corner of the form).
2. Complete the form while on-line filling in all boxes.
3. If the individual will be working in the Hospital or Clinics, a Background and Sanction Check must be completed. Once Y (for yes) is clicked both types of Checks will be indicated.
4. Print the form upon completion as the form contents cannot be saved.
5. The applicant/employee must sign the form in two locations.
6. Forward the **Original** completed form to UIC Human Resources, 715 S. Wood Street, Room 109, M/C 862.

If there are any questions, please contact jmcenery@uic.edu.