

EMPLOYMENT INFORMATION

CRIMINAL BACKGROUND CHECKS

Some student positions within University Housing have been determined to have access to sensitive information, such as cash, credit cards, restricted data or global access to students or their living spaces. In addition, University Housing complies with the Wisconsin Caregiver's Law, where required. If the position is determined to have access to sensitive information, all applicants that are finalists for the position will be required to complete a criminal background check consent form authorizing University Housing to obtain information by the State of Wisconsin and/or other law enforcement agencies. University Housing does not discriminate based on criminal record. Each situation is evaluated separately. Failure to complete the required form is grounds for immediate termination or removal from the hiring process.

Procedures for obtaining a change, correction, or update of criminal history records:

- [Wisconsin Department of Justice \(DOJ\), Crime Information Bureau\(CIB\)](#)
- [United States Federal Bureau of Investigation\(FBI\)](#)

Please see the Housing Student [Criminal Background Check Policy](#) and the [UW-Madison Criminal Background Check Policy](#) for additional Information.