

## BACKGROUND CHECK REQUEST: EMPLOYEE INFORMATION

When a law clerk, intern, extern or fellowship student accept employment with the District Court, please complete the below information and return to me no later than three (3) months prior to the employee's anticipated start date. Ideally, please provide me with the information when the employee accepts the position so I can mark my calendar with their tentative start date (month/year). Two months prior to the employee's start date, I will email the employee requesting they complete a "Consent to Criminal Records Check" form. This is a preliminary screening conducted by U.S. Probation while awaiting the results of the FBI fingerprint check results. Please contact me if you have any questions.

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**Employee Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Judge:** \_\_\_\_\_

**Anticipated Start Date:** \_\_\_\_\_

\*\*The sooner this information is provided, the more helpful this is to Human Resources so we can ensure the preliminary background check is run in a timely manner by U.S. Probation. Even if you provide the information one year prior to the start month/year, this is acceptable. I want to emphasize, I only need the month/year you anticipate the employee will start, and as the date gets closer I will follow up as to the exact start date\*\*