Pursuant to [RCW 28B.112.080](https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080), all Washington state institutions of higher education are required to conduct a background check to verify whether an applicant for a position that will likely have direct ongoing contact with students in a supervisory role or position of authority has a history of prior sexual misconduct ***before extending an offer of employment***.

## Instructions

Hiring Manager submits the Request To Hire - Parttime, including descriptions of position and interactions with students, to Human Resource at [jobs@bellevuecollege.edu](mailto:jobs@bellevuecollege.edu) for review and approval. You will list the name(s) and emails of applicant(s) to whom you plan to make an offer. The purpose of this document is to demonstrate the selection of the Hiring Manager and initiate the background and sexual misconduct check processes, ***before the Hiring Manager makes an offer of employment.***

Hiring Manager instructs final applicant(s) to respond to background check and sexual misconduct communications promptly. Hiring Manager should be aware that re-initiating background check or sexual misconduct process due to applicant’s failure to respond is additional cost to the College.

If the processes are completed with satisfactory results, Human Resource notifies Hiring Manager that hiring processes and offer/negotiations with final candidate can begin. If the processes are completed without satisfactory results, Human Resource notifies Hiring Manager that hiring processes cannot proceed.

### Position Information

|  |  |
| --- | --- |
| Department: | Position Working Title: |
| Position Type:  Student  Temporary Hourly  Adjunct Faculty  Volunteer | |
| Position Description (including how the position interacts with Students and/or Student Workers): | |

### Lead/Supervisory Responsibilities

Assigns Work To Others  Instructs Work of Others  Checks Others’ Work  Plans Others’ Work

Evaluates Performance of Others  Takes Corrective Action on Others  Hires  Terminates

|  |  |
| --- | --- |
| List the Class Title of Each Direct Report(s) | Number of Positions |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### Final Applicants Information:

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
|  | | | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |
| First Name: | Middle Name: | | Last Name: |
| ctcLink ID: | | Email: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature Block By signing below, I hereby acknowledge that I have conducted a fair and objective recruitment, determined and articulated each qualified candidate’s strengths and weaknesses, obtained and reviewed all available feedback and information on the candidates, and made a fair and equitable decision to hire the best candidate for the position. | | | | |
|  | |  |  | |
| Name of Hiring Manager (print) | |  | Name of HR Representative (print) | |
|  |  |  |  |  |
| Signature of Hiring Manager | Date |  | Signature of HR Representative | Date |