



Please choose the appropriate background check for your new employee candidate. Send them the statement with the link to complete the background check at OneSource. You will be notified by HR when the background check is complete.

**Check type:** 2903B UNO Basic

**Used for:** Employees that will *not* be working with cash, financial, or accounting-type responsibilities or utilizing any type of UNO AND/OR personal vehicle for work purposes.

**Link:** <https://www08.8f7.com/4DACTION/WebAppOrderEntryZCustom/OneSource/2903B>.

**Check type:** 2903MVR UNO Basic with MVR

**Used for:** Employees that will be utilizing any type of UNO and/or personal vehicle for work purposes.

**Link:** <https://www08.8f7.com/4DACTION/WebAppOrderEntryZCustom/OneSource/2903MVR>.

**Check type:** 2903C UNO Basic with Credit Check

**Used for:** Employees that *will* be working directly working with cash, financial, accounting-type responsibilities.

**Link:** <https://www08.8f7.com/4DACTION/WebAppOrderEntryZCustom/OneSource/2903C>.

**Check type:** 2903CMVR UNO Basic with Credit Check and MVR

**Used for:** employees that *will* be working directly with *both* cash, financial, accounting-type responsibilities *and* utilizing any type of UNO AND/OR personal vehicle for work purposes too.

**Link:** <https://www08.8f7.com/4DACTION/WebAppOrderEntryZCustom/OneSource/2903CMVR>

**Statement:** “Congratulations on your position (hire or volunteer) with University of Nebraska Omaha!

This offer is contingent upon successfully completing UNO’s background check requirements. Please submit for your background check by clicking on the link as soon as possible. **Carefully read all instructions before completing the background check form.** You will be prompted to enter your personal information. Also, **enter the department for which you will work/volunteer.** Failure to complete this request may affect your employment or volunteer status with UNO.”