



UNIVERSITY of LOUISVILLE
dare to be great

■ HUMAN RESOURCES
DEPARTMENT

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(Revised: 7/20/06)

Fax Cover Sheet

To: Employment Services Unit Fax: 502.852.5665

Re: Criminal Background Number
Check Authorization Request of Pages:

From: _____ Department: _____

Telephone Employee's
Number: _____ Expected Hire Date: _____

Is this a Staff or Faculty Hire?
(Circle One)

Will this person need to attend New
Employee Orientation? (Circle one)

Yes No

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