



Direct Hire Intake Form

Demographic Information

Name (as listed on Social Security Card):

Emplid/UCFID (7 digit #):

Personal Email Address:

Phone Number:

Current Address (P.O. boxes not allowed):

Domicile Questions: If you are being hired into a student position, SKIP this section and go to Background Check Processing Questions. For all other hires, complete the domicile questions.

1. Are you a citizen or permanent resident of the United States of America? Yes No

*If you answered **yes** to Question #1 in this section, **skip** to the next section titled “Background Check Processing Questions.” If you answered **no** to Question #1 in this section, **answer the remaining questions in this section.***

2. Are you currently domiciled (residing or living) in China, Cuba, Hong Kong, Iran, North Korea, Russia, Syria, or Venezuela? Yes No
3. Will you be domiciled (residing or living) in China, Cuba, Hong Kong, Iran, North Korea, Russia, Syria, or Venezuela during or after your employment with the University of Central Florida? Yes No

Background Check Processing Questions

1. Are you a foreign national? (F-1, J-1, H1B, TN, O-1, EAD card holder, etc.) Yes No
A foreign national is anybody who is **not** a U.S. Citizen, **not** a permanent resident, and **not** a naturalized citizen.
2. Have you had one year or more of higher education, employment or training in China, Cuba, Iran, North Korea, Russia, Syria, or Venezuela and/or has a current affiliation (i.e., board membership, company ownership, honorary title, etc.) with an institution or program in one of the above countries Yes No
3. Do you have a Driver's License? Yes No
4. Do you have a U.S issued Social Security Number (SSN)? Yes No

Other Pre-Employment Questions

5. Are you a retiree from the State of Florida-administered retirement plan? Yes No
(Retiree includes those receiving benefit payments from FRS Pension Plan, including DROP, or taken any distribution (including rollover) from FRS investment plan, or other state administered retirement programs.)
6. Do you currently hold a public or elected official position? Yes No
If yes, input the Public or Elected Position Title:
7. The expectation is that you reside in Florida. Will you live in Florida by your hire date? Yes No
8. Do you have any relatives who are currently employed by UCF? Persons who intend to marry or with whom the employee intends to form a domestic partnership, or other intimate relationships are included in the definition of relative. Yes No

If yes, input the: Relative's Name:

Relative's Department:

Employee Signature:

For HRBC to complete:

1. If you are hiring an undergraduate who is conducting research, do you want them to undergo a Level 1 background check? Yes No N/A
2. Did the applicant accept an assistantship/fellowship offer prior to 07/01/2021 Yes No
3. Is the applicant a UCF doctoral student that has been a GRA previously and/or that was admitted for Fall 2022 or after? Yes No

HRBC: Review the above responses and [take the appropriate action](#) prior to proceeding with the hire. Attach this document to the Workday action.

Reviewed/Signed by HRBC Representative:

REV 15-April-2025