



Dear Veterinary Technician Applicant:

The University of Wisconsin's Board of Regents requires that a criminal background check be conducted on all new appointments. This requirement was implemented to safeguard the campus community for students and employees.

As part of the application process, you will need to complete and sign "*The Authorization to Release Criminal Information for Employment Purposes*" form and return along with other application materials to the Office of Human Resources. **Only the finalist being offered the position will be checked.** The background checks will be conducted by a Background Check Coordinator in the Office of Human Resources who will keep the information they discover as confidential as possible, sharing the results only on a need-to-know basis. If you decline to provide the consent for the background check, you will no longer be considered a candidate for the vacancy.

The University of Wisconsin strictly adheres to Wisconsin's Fair Employment Act, which prohibits employers from discriminating against job applicants based on criminal convictions or pending charges unless there is a substantial relationship between the criminal activity and the responsibilities of the position.

If you have any questions, please contact me.

Thank you for cooperating with this requirement.

Regards,

Sandy Manke  
Human Resources Asst-Adv

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