



University of Maryland
CENTER FOR ENVIRONMENTAL SCIENCE

Center Administration

P.O. Box 775
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www.umces.edu

To: UMCES Hiring Personnel

Re: New requirement for all faculty, staff, and student hires (Pre-Offer Check)

Beginning October 1, 2012 and pursuant to HB 525 (2012), all Maryland State Agencies are prohibited from hiring an individual who has been previously terminated with prejudice from State service.

Maryland State Agencies (including UMCES) are responsible for verifying employment eligibility for all faculty, staff, and student positions by checking the State of Maryland Pre-Offer Check (POC) Database before an applicant can be hired.

Please complete Section I below. This form must be submitted to and approved by the Assistant Director/Business Office PRIOR to any formal offer of employment.

Section I:

Date of Request

Signature of Requester (Hiring Supervisor/Advisor)

Applicant Information:

First Name

Middle Initial

Last Name

Section II: (to be completed by the Assistant Director)

Employment Eligibility: **Approved** or **Denied**

Signature of Assistant Director (or Person Authorized by POC)

Date of Verification