

# APPLICANT TRACKING SYSTEM ACCESS FORM

Access in the applicant tracking system grants you access to confidential, private applicant data. Unauthorized or unlawful disclosure, issuance, abuse, intentional release of, or gaining unauthorized access to any private, controlled or protected information is a violation of the [Standards of Conduct Policy 3-300](#).

Once completed, submit this form to your HR Consultant.

Date:

This request is for:

Name:

Job Title:

Employee ID:  Phone Number:  Email:

Division Name/Number:

Date of Birth:

Employee Signature:

Division Director or Designee Signature:

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### Human Resource Site Administrator Use Only

ADP User Group

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Hiring Manager | <input type="checkbox"/> Hiring Manager Designee | <input type="checkbox"/> Requisition Approver |
| <input type="checkbox"/> Offer Approver | <input type="checkbox"/> Recruiter               | <input type="checkbox"/> Site Administrator   |

Human Resource Site Administrator Signature:

\*\*User ID will be the assigned as users register for an account\*\*

\*\*\*Accounts with no activity for an extended time may be inactivated. Contact HR for assistance.\*\*\*