



**Cottonwood Heights
Recreation Center
7500 South 2700 East
Salt Lake City, UT 84121**

Memo

To: New Employees
From: Melissa Ruff
Re: Criminal Background Check

As a condition of employment or re-employment, a prospective employee **18 years and older**, must complete an approved Criminal Background Check. To complete this process, you must go to the Utah Bureau of Criminal Identification building. This office is open Monday-Friday, 8:00am-5pm. Please take your driver's license and \$15.00 to cover the fee for the background check.

Utah Department of Public Safety

Utah Bureau of Criminal Identification

3888 West 5400 South

Taylorsville, Utah 84129

801-965-4445

As a prospective employee of Cottonwood Heights Parks and Recreation Service Area, you may not be scheduled to work until the above process has been completed, in addition to the paperwork required by the Human Resource Manager.

If you have any questions regarding this information, I can be reached in the office Monday- Thursday 7:30 am- 3:30 pm at 801-943-3190 ext. 108.

