

Criminal Background Check (CBC)

Instructions

- Fill out this form completely and email to hrcbc@uta.edu for processing.
- Human Resources will contact the department to provide the results of the criminal background check. The department **may not proceed** with hiring until this notification is received.
- [Form 26-1: Campus Program Employee Listing](#) for on-campus programs and camps should be used instead of this form.
- Contact Human Resources at 817-272-3461 or hrcbc@uta.edu with questions.
- Review the [policy for CBCs](#) and the [procedure for CBCs](#).

Department Information

Department Name _____ Contact Person _____
Phone _____ Email _____

Job Posting Information

Date of This Request _____ Potential Start Date _____
Posted Job Title _____ Posting Number _____
What is the position type? Faculty Staff Student Non-Employee / Affiliated Person
To whom does the position report? (*Hiring Manager's Name*) _____

Applicant Information

Last _____ First _____ Middle _____
Email _____
Is the applicant employed at UTA? Yes No Does the applicant have a social security number? Yes No
Is the applicant a minor (under 18)? Yes No

Additional Comments

► Email the completed form to hrcbc@uta.edu for processing.