

Criminal Background Check For Internal Use Only

Instructions: To request a Criminal Background Check please fill out this online form completely. By clicking the submit button below your request will be sent to the Employment office for processing. If you have any questions please call the Employment office at extension2-3461 or email <u>hrcbc@uta.edu</u>.

Date:					
Position Type: $\Box_{\rm F}$	Faculty Staff	Student	Non-Employ	ee/Affiliated Person	
SSN: \Box_{Yes}	No	Is the a	pplicant employe	d at UTA? Yes	\Box_{No}
Posting Number:		Posted Job	Title:		
Department Name:	Department Phone (ext):				
Position reports to: (hiring manager's name)					
Department Contact:	Email:				
Applicant Name: –	Last		First	Middle	
Email Address:					
Comments:					

Note: When the CBC is complete, the Human Resources representative will then notify the hiring department of the results. The hiring department may not proceed with hiring an applicant until this notification is received.

If the Submit button does not open an email window with the saved form attached, please save this PDF and email it to https://www.href.org.

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.