

**Criminal Background Check
For Internal Use Only**

03/23/2021

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 extension 2-3461 or email hrcbc@uta.edu.

Date: _____**Position Type:** Faculty Staff Student Non-Employee/Affiliated Person**SSN:** Yes No **Is the applicant employed at UTA?** Yes 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 hrcbc@uta.edu