

Texas A&M International University Background Check Authorization Form

With few exceptions, you have the right to request, receive, review, and correct information about yourself using this form.



A Member of the Texas A&M University System

An Equal Opportunity/Affirmative Action/Veterans/Disability Employer: Texas A&M International University does not discriminate on any basis prohibited by applicable law including race, color, religion, sex, national origin, disability, age, citizenship status, or veteran status in recruitment, employment, promotion, compensation, benefits, or training. The information on this form is the property of Texas A&M International University.

The following is to be completed by the hiring department: **Job Vacancy Number:** _____
Title of Position: _____ **Department:** _____ **Requested by:** _____
Department Paying Account to be Charged (investigation involves a minimal fee of approximately \$5): _____

The following is to be completed and signed by the applicant/employee: Please legibly print all information requested.

Last Name: _____ **First Name:** _____ **Middle Initial:** _____ **SSN:** _____

Please indicate other name(s) used in any and all other records of birth or records of residence.

Present Address (number and street) _____ **City** _____ **State** _____ **Zip Code** _____

Race: _____ **Sex:** _____ **DOB (mo/day/yr):** _____ **Driver's License #:** _____ **State Issuing Driver's License:** _____

The following are my responses to questions about my criminal history, if any (excluding minor traffic offenses). Circle Yes or No.

- | | | |
|---|-----|----|
| 1. Have you ever been <u>convicted or pled guilty</u> before a court for any federal, state, or municipal criminal offense? | Yes | No |
| 2. Have you ever received <u>deferred adjudication or similar disposition</u> for any federal, state, or municipal offense? | Yes | No |
| 3. Have you ever received <u>pretrial diversion or similar disposition</u> for any federal, state, or municipal offense? | Yes | No |
| 4. Have you ever received <u>probation or community supervision</u> for any federal, state, or municipal offense? | Yes | No |
| 5. Have you been convicted of any <u>criminal offense in a country outside the jurisdiction</u> of the United States? | Yes | No |
| 6. As of the date of this consent form, do you have any <u>pending charges against you</u> ? | Yes | No |

If you answered Yes to any of the questions above, please provide details below. Attach extra pages if needed.

State: _____ **County:** _____ **Date of Offense (mo/day/yr):** _____

Details of Offense: _____

State: _____ **County:** _____ **Date of Offense (mo/day/yr):** _____

Details of Offense: _____

Please list all places of residence since the age of 18. Include city, state, county, and country. Attach extra pages if needed.

I hereby authorize Texas A&M International University (TAMIU) to obtain my criminal history record. TAMIU may obtain my background information, including criminal history record, Selective Service registration, and degree verification at any time during my application process and/or employment. I understand this information will be used for the purpose of determining my eligibility for employment or continued employment with TAMIU.

I hereby authorize the Texas Department of Public Safety or any other entity authorized to access state or federal agency records to furnish TAMIU, or its agent, my criminal history record. I do hereby release all agents, servants, and employees of TAMIU; the person in charge of any law enforcement agency or department; and all members of such law enforcement agency or department from all liability resulting from the release of this information.

I acknowledge that a facsimile or copy of this document shall have the same validity, force and effect as the original.

System Regulation 33.99.14 addresses the operation of criminal history investigations within the A&M System, including appeal procedures, and requires that within 24 hours or at the earliest possible opportunity, an employee must report to his/her supervisor any criminal arrests, charges, or convictions, excluding misdemeanor traffic offenses punishable only by fine. Failure to report shall constitute grounds for disciplinary action, up to and including dismissal. The employee's supervisor must report the criminal arrest(s), charge(s), or conviction(s) to both the head of the department/unit and the Human Resources Office.

I hereby certify that all information provided by me on this form is true, complete, and correct. **I understand that any false statements made herein may void my application for employment, be grounds for termination of my current employment, and affect my eligibility for future employment with Texas A&M International University.**

Printed Name of Applicant/Employee

Signature of Applicant/Employee

Date
HR FORM; Revised 12/19/12

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

APPLICANT or EMPLOYEE NAME (Please print)

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Texas A&M International University

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: <u>Employment</u>	
Hire _____	Not Hired _____ initial
Date Printed: <u>N/A</u>	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	