The University of Texas at Dallas
CRIMINAL BACKGROUND CHECK FORM
Human Resources Management

Disclosures: In processing your application for employment, or at any time during your employment period, The University of Texas at Dallas (UT Dallas) may obtain criminal records and/or a consumer report or investigative consumer report for employment purposes, as authorized by state law and/or the Fair Credit Reporting Act (**FCRA**). The report may include information as to your criminal record history. Should an **investigative consumer report** be requested, you will have the right to obtain a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

With few exceptions, as explained in the UT Dallas Criminal Background Check Policy, you are entitled on your request to be informed about the information UT Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT Dallas correct information about you that is held by UT Dallas and is incorrect, in accordance with the procedures set forth in UTS139. You may be required to obtain/correct/contest criminal background records with the source of the record. The information that UT Dallas collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time. Disclosure of your Social Security Number ("SSN") is required of you in order for UT Dallas to conduct a criminal background investigation, as provided by Texas Government Code, Sections 411.094 and 411.086. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.

THIS SECTION TO BE COMPLETED BY AN APPLICANT OR EMPLOYEE FROM WHOM A CRIMINAL BACKGROUND CHECK IS REQUIRED

The policy governing the use of criminal background/criminal history information at UT Dallas is HOP Policy UTDPP1084, Criminal Background Check Policy.

IMPORTANT: Print legibly using BLACK or BLUE ink only. Fill out all information requested. If not applicable, enter N/A. The information on the application for employment or provided in connection with the application, including any attachments, becomes the property of UT Dallas.

Name: _____

Last First Middle Maiden

List any former names used: _____

Social Security #: _____ **Driver's License - State and #**: _____

Ethnicity: Black (not Hispanic) ☐ Asian/Pacific Islander ☐ Hispanic ☐
White (not Hispanic) ☐ American Indian/Alaskan Native ☐

Gender: Male ☐ Female ☐ **Date of Birth** (MM/DD/YY): _____ **Height**: _____

List ALL residency information for the last 7 years – dates of residency, city, and state, beginning with your most current. Please account for out of the country residency as well. If additional space is needed, please attach a separate sheet.

From (MM/YY)	To (MM/YY)	City	State	County/Country

No ☐ Yes ☐ Have you had any criminal convictions in the last 7 years or do you have any deferred adjudications where the final disposition is still pending (i.e. the original charge has not been dismissed), excluding misdemeanor offenses punishable only by fine and convictions as a juvenile?

If yes, list year(s) of conviction(s) and nature of offense(s) and penalty(ies). If additional space is needed, attach a separate sheet.

Year	Nature of Offense	Penalty

I hereby authorize UT Dallas to obtain and/or its agent to obtain and furnish information to UT Dallas related to my criminal background. I consent to providing my fingerprints if required in connection with the criminal background check. I hereby release UT Dallas and all its agents and employees, the law enforcement agency, and all employees of law enforcement agencies furnishing information from all liability resulting from the furnishing of this information to UT Dallas. I certify that the statements made by me on this form and in connection with my application whether on this form or not, are true, complete and correct to the best of my knowledge and belief, and I understand that any misstatement, falsification, or omission of information shall void my application and be grounds for refusal to hire or, if hired, termination. I certify that I will report in writing any charges or conviction, excluding misdemeanor offenses punishable only by fine, occurring after the date of this application to the UT Dallas Office of Human Resources Management and understand that failure to do so shall void my application and be grounds for refusal to hire, or, if hired, termination. If circumstances require that an offer be made before the completion of an investigation, the offer is contingent on the completion of a satisfactory criminal background investigation.

Applicant/Employee Signature _____ **Date** _____

THIS SECTION TO BE COMPLETED BY THE EMPLOYING DEPARTMENT AND UNIVERSITY POLICE

Applicant/Employee status: Faculty ☐ Staff ☐ Student ☐

Posting Number: _____ **Posted Job Title**: _____

Department Name: _____ **Cost Center** _____

Department Contact: _____ **EXT**_____ **Signature**: _____ **Date**: _____

Send this completed form to UT Dallas University Police (Fax #2567)

For UT Dallas Police Use Only: Background check completed by_____ **Date**_____ **Return form to HRM with employment documents.**