CRIMINAL BACKGROUND CHECK FORM
THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
Office of Human Resources

With few exceptions, you are entitled on your request to be informed about the information The University of Texas of the Permian Basin 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 U. T. Permian Basin correct information about you that is held by us and is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that U. T. Permian Basin 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.

THIS SECTION TO BE COMPLETED BY AN APPLICANT/EMPLOYEE UNDER CONSIDERATION FOR EMPLOYMENT/PROMOTION/TRANSFER

(Policy and Procedures Memorandum, Handbook of Operating Procedures, "Criminal Background Checks")

Print all information requested. Falsification of any information on this form will void your Application for Employment and any actions based on it. The information on the Application for Employment, together with any attachments, is the property of The University of Texas of the Permian Basin.

Name:_____
LAST **FIRST** **MIDDLE**

List any former names used:_____

Driver's License, State and #: _____ **Date of Birth**:_____
MM/DD/YY

Out of State Address and Dates of Residency:
_____

Race: _____ Gender: _____ Height: _____ Weight: _____

I hereby authorize any law enforcement agency to furnish The University of Texas of the Permian Basin or its agent information related to my criminal history. I hereby release U. T. Permian Basin 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 U.T. System. I certify that the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that any false statements made herein will void my Application for Employment and any actions based on it.

SIGNATURE _____ **DATE** _____

THIS SECTION TO BE COMPLETED BY THE HIRING DEPARTMENT

Send this completed form to the U. T. Permian Basin, Office of Human Resources. Attach a copy of the applicant's criminal conviction section of the Employment Application.

Job Title of Position: _____ Department Name: _____ Account Number: _____

Department Contact: _____ Department Phone Number:_____

Authorized Signature for Department: Date:

THIS SECTION TO BE COMPLETED BY U. T. PERMIAN BASIN OHR (Check appropriate box)

Criminal History Record Review _____ Criminal Conviction Record Review _____

Date Hiring Department Contacted: OHR:

THIS SECTION TO BE COMPLETED BY U. T. PERMIAN BASIN POLICE

Criminal Background Check completed by_____ Date:_____

Date OHR Contacted:

Under Texas Government Code § 411.085, the unauthorized release of criminal history record information obtained pursuant to this policy and procedures memorandum is a criminal offense. Criminal history record information will be used only to evaluate applicants for employment for security sensitive positions. This information will be regarded as confidential as required by law and will not be made a part of the applicant's file or the employee's personnel file.