



INSTRUCTIONS TO HIRING DEPARTMENT: Complete page one of the Background Check Authorization Form and scan into the HR Inbox (9.0) in the DMS system. Give the attachment (page 2) to your candidate.

Job Title of Applicant/Employee

NOV #, if applicable

Hiring Department

YES NO
Internal Promotion and/or Transfer?

Department Contact Name

Phone or Email Address

Name for Criminal History Check (Print)

Applicant/Employee/Volunteer Email Address
for Criminal History Check

GIVE ATTACHED NOTICE TO PROSPECTIVE EMPLOYEE, CURRENT EMPLOYEE OR VOLUNTEER

If the person for whom the criminal history check will be done does not currently have an email, one can be created at Google by going to the following the link below and filling out the form:

<https://accounts.google.com/signup?service=mail>

Submit From To
HR Inbox (9.0) in DMS System

Need Help?
HR Services
PH. (979) 436-9210
hr@tamhsc.edu



NOTICE TO PROSPECTIVE EMPLOYEE, CURRENT EMPLOYEE OR VOLUNTEER

You are being given this notice because any prospective employee, current employee (in specific instances) or volunteer is required to have a criminal history check. If you do not currently have an email, one can be created at Google by following the link below and filling out the form.

<https://accounts.google.com/signup?service=mail>

It is important you read, understand and comply with the following information:

Texas A&M Health Science Center (TAMHSC) Human Resources will receive a form completed by the appropriate department liaison. Using this information, they will enter your name and email address in the criminal history vendor website. That entry will trigger an email to you for background check purposes.

You will receive an email from TAMHSC HR. Please check your junk or spam folder if you do not see this in your inbox. The email will contain a link and ID specific to your situation.

Using the link provided, you will be logging into a secure server. You will enter the information required to perform the criminal history check.

You will be giving your consent to this check on the website, and you will receive copies of all documents you complete. You must complete ALL the requirements before the criminal history can be conducted. **The link you are being sent will expire in a short time frame, so it is critical you respond immediately upon receipt.**

Failure to consent and complete the required information will make you ineligible for employment or volunteer purposes.

If you have any questions **before** you begin the process, please consult with the appropriate Texas A&M Health Science Center staff member helping you through this process or contact Human Resources at 979-436-9210.

Once you begin the process, you are provided with contact information on the website for any questions.

Thank you in advance for your prompt attention to the requirements of this process.