



## Criminal Background Check Request Form

**INSTRUCTIONS TO THE HIRING DEPARTMENT:** Complete the hiring department/college or camp/event information. Give the Notice on page 2 to your candidate.

**TO BE COMPLETED BY THE HIRING DEPARTMENT/CAMP OR EVENT SPONSOR**

Hiring Department/College OR Camp/Event Name		Security Sensitive Contact Name:	
Hiring Supervisor		Security Sensitive Phone and Email	
Position Title	Posting #	PIN/HR Tracking #	
Name for Criminal History Check (Print)		Email Address for Applicant/Employee/Volunteer	
Internal Promotion and Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	Has the Applicant/Employee/Volunteer previously completed a background check for Texas A&M in the past 365 days? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**FOR CAMP STAFF ONLY**

Camp Name		
Camp Date	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer	Camp Account # for Charge

**GIVE ATTACHED NOTICE (PAGE 2) 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: <https://accounts.google.com/SignUp>

<p><b>SUBMIT FORM TO:</b> Recruitment &amp; Workforce Planning MS 1255 <a href="mailto:jobpath@tamu.edu">jobpath@tamu.edu</a> Fax (979) 847-8877</p>	<p><b>NEED HELP?</b> Recruitment &amp; Workforce Planning Phone (979) 845-5154 <a href="mailto:jobpath@tamu.edu">jobpath@tamu.edu</a></p>
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## **NOTICE: Criminal Background Check Instructions for Prospective Employee, Current Employee or Volunteer**

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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 to work at Texas A&M University. You must have an email address to receive the instructions. If you do not currently have an email, one can be created at Google: <https://accounts.google.com/SignUp>

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

- **FORM:** Human Resources will receive a Criminal Background Check Request Form completed by the appropriate department or event coordinator. Using this information, they will enter your name and email address in the criminal history vendor website hosted by *First Advantage*. That entry will trigger an email to you for background check purposes.
- **EMAIL:** You will receive an email from Texas A&M Human Resources with the subject title of "Request for Information". 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.
- **LINK:** Using the link provided in the email, you will log into a secure server. You will enter the information required to perform the criminal history check.
- **CONSENT:** You must give your consent to complete the background check via this 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 provided in the email **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**.
- **QUESTIONS:** If you have any questions **before** you begin the process, please consult with the appropriate Texas A&M staff member helping you through this process or contact HR Recruitment and Workforce Planning at [jobpath@tamu.edu](mailto:jobpath@tamu.edu) or 979-845-5154.
  - 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!

### **RECRUITMENT & WORKFORCE PLANNING**

Human Resources | Texas A&M University  
1255 TAMU | College Station, Texas 77843-1255  
ph. 979.845.5154 | fax 979-847-8877 | [jobpath@tamu.edu](mailto:jobpath@tamu.edu)