



**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 Background Check Authorization Instructions 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 Form To**  
HR Inbox (9.0) in DMS System

**Need Help?**  
HR Services  
PH. (979) 436-9210  
[hr@tamhsc.edu](mailto:hr@tamhsc.edu)