



## Criminal Background Check Form for Camp Staff/Volunteer

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact employment@tam.u.edu or (979) 845-5154. The information on this form, together with any attachments, is the property of Texas A&M University.

**INSTRUCTIONS** The information provided below will be used by Texas A&M University Human Resources to screen for criminal convictions. Your employment or volunteer participation in any Texas A&M University affiliated camp or program is contingent upon the satisfactory completion of a background screen. Individuals who have been convicted of a sexual offense are not eligible to serve in an employment or volunteer capacity for Texas A&M affiliated camps or enrichment programs in positions responsible for the direct or indirect supervision of campers or program participants, or which may allow for unsupervised access to, or interaction with campers or program participants.

### CAMP INFORMATION:

Name of Camp Program		Hiring/ Sponsoring Department	
Sponsor or Contact Person	Sponsor Phone Number	Sponsor Email	
Billing Address		City, State, Zip	
Billing Account Number from which background screening fees will be paid			Campus Mail Stop
Will this Camp Staff or Volunteer have the following duties? (Check all that apply.) <input type="checkbox"/> Driving <input type="checkbox"/> Cash Handling <input type="checkbox"/> Access to Master Keys <input type="checkbox"/> Access to University Computer System <input type="checkbox"/> Work in an area designated as a security-sensitive area.		Will this person be a: (circle one) <input type="checkbox"/> Volunteer <input type="checkbox"/> Camp Staff (paid)	

### CAMP STAFF OR VOLUNTEER INFORMATION: (PLEASE PRINT LEGIBLY)

Last Name		First Name		Middle Name	
Other names you have used (including maiden name)		Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YY)	Social Security Number	
Race: <input type="checkbox"/> Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic or Mexican American <input type="checkbox"/> Asian /Pacific Islander <input type="checkbox"/> Other (specify)					
Current Address		City, State, Zip	Contact Phone Number	County	
If you have lived at this address for less than two years, provide your previous address(es):					

### CONVICTION RECORD:

Have you ever been convicted of a violation of any local, State, or Federal law other than minor traffic violations? (This includes a plea of guilty or no contest.) <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, date of conviction (MM/DD/YY)	If yes, was the offense a <input type="checkbox"/> felony or <input type="checkbox"/> misdemeanor?
Describe the offense. (If there are multiple convictions or if additional space is required, please include attachments.):	

I, the undersigned, confirm that the statements made by me on this form are true, correct, and complete 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 or eligibility to serve as a program or camp volunteer. I authorize the operators of the above referenced camp, and or Texas A&M University Human Resources (HR) to check my personal information against records maintained by various State and Federal agencies. I hereby authorize any law enforcement agency to furnish to Texas A&M University, or its agent, my criminal conviction record for misdemeanors or felony offenses. I do hereby release all agents, servants, and employees of Texas A&M University, the person in charge of such law enforcement agency or department, and all members of such law enforcement agency or department from all liability resulting from the furnishing of this information to Texas A&M University.

\_\_\_\_\_  
Camp Staff / Volunteer Signature

\_\_\_\_\_  
Date

**SUBMIT FORM TO:** HR Recruitment & Workforce Planning  
MS 1255 OR Fax (979) 847-8877

**NEED HELP?** HR Recruitment & Workforce Planning  
Phone (979) 845-5154 OR employment@tam.u.edu

### Office Use Only

Date (MM/DD/YY):	CH Completed	CH Charge	Log	Email Sent
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