



The University of Texas at Dallas CRIMINAL BACKGROUND CHECK FORM

Disclosures: In processing your application for employment, or at any time during your employment period, The University of Texas at Dallas (UT Dallas) may obtain criminal records and/or a consumer report or investigative consumer report for employment purposes, as authorized by state law and/or the Fair Credit Reporting Act (FCRA). The report may include information as to your criminal record history. Should an investigative consumer report be requested, you will have the right to obtain a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

With few exceptions, as explained in the UT Dallas Criminal Background Check Policy, you are entitled on your request to be informed about the information UT Dallas 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 UT Dallas correct information about you that is held by UT Dallas and is incorrect, in accordance with the procedures set forth in UTS139. You may be required to obtain/correct/contest criminal background records with the source of the record. The information that UT Dallas 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. Disclosure of your Social Security Number ("SSN") is required of you in order for UT Dallas to conduct a criminal background investigation, as provided by Texas Government Code, Sections 411.094 and 411.086. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.

THIS SECTION TO BE COMPLETED BY AN APPLICANT OR EMPLOYEE FROM WHOM A CRIMINAL BACKGROUND CHECK IS REQUIRED See UT Dallas HOP Policy UTDBP3000, Criminal Background Check Policy.

IMPORTANT: Print legibly using BLACK or BLUE ink only. Fill out all information requested. If not applicable, enter N/A. The information on the application for employment or provided in connection with the application, including any attachments, becomes the property of UT Dallas.

Name: _____
Last First Middle Maiden

List any former names used: _____

Social Security #: _____ **Driver's License - State and #:** _____

Date of Birth (MM/DD/YY): _____

Gender: Male Female

Veteran: Yes Discharge Date: _____ No

Ethnicity: Black (not Hispanic) Asian/Pacific Islander Hispanic
White (not Hispanic) American Indian/Alaskan Native

Marital Status: Single Married

Local Emergency Contact: _____

Highest Level Education Completed: High School Grad Some College Associate Degree
Bachelors Degree Masters Degree Doctoral Degree

Address: _____
Street Address City State/Territory Zip Country

Date of Residency (MM/YY) _____ **Phone #:** _____ **Email:** _____

Have you had any criminal convictions in the last 7 years or do you have any deferred adjudications where the final disposition is still pending (i.e. the original charge has not been dismissed), excluding misdemeanor offenses punishable only by fine and convictions as a juvenile? No ___ Yes ___

If yes, list year(s) of conviction(s), and nature of offense(s) and penalty(ies). If additional space is needed, attach a separate sheet.

| Year | Nature of Offense | Penalty |
|------|-------------------|---------|
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I hereby authorize UT Dallas to obtain and/or its agent to obtain and furnish to UT Dallas related to by criminal background. I consent to providing my fingerprints if required in connection with the criminal background check. I hereby release UT Dallas and all its agents and employees, and all persons, agencies and entities furnishing information or reports about me, including law enforcement agencies from all liability resulting from the furnishing of this information to UT Dallas. I certify that the statements made on this form and in connection with my application whether on this form or not, are true, complete and correct to the best of my knowledge and belief, and I understand that any misstatement, falsification, or omission of information shall void my application and be grounds for refusal to hire or, if hired, termination. I certify that I will report in writing any charges or conviction, excluding misdemeanor offenses punishable only by fine, occurring after the date of this application to the UT Dallas Office of Human Resources. If circumstances require that an offer be made before the completion of an investigation, the offer is contingent on the completion of a satisfactory criminal background investigation. I understand that any false statement made herein will void my Application for Employment and any actions based on it.

Applicant/Employee Signature: _____ **Date:** _____

STUDENT EMPLOYMENT STAFF ACKNOWLEDGEMENT

Applicant/Employee Status: _____ **Meets Company Standards**
YES NO

Signature: _____

Date: _____

Confirmation Number: _____