



The University of Texas at Dallas
CRIMINAL BACKGROUND CHECK FORM
Office of Human Resources

Rev. 12 Sept 2017

Disclosures: With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Dallas (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 us and is incorrect, in accordance with the procedures set forth in UTS139. You may be required to 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 mandated 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 ink only. Fill out all information requested. If not applicable, enter N/A. Falsification of any information on this form will void your application for employment and any actions based on it. The information on the application for employment, including any attachments, is property of UT Dallas Administration.

Name: _____
Last First Middle Maiden

List any former names used: _____

Social Security #: _____ **Driver's License - State and #:** _____ **Date of Birth (MM/DD/YY):** _____

Address: _____
Street Address City State/Territory Zip Country

Start date at this address (MM/YY): _____

Phone Number: _____ **Email:** _____

I hereby authorize UT Dallas to obtain and/or its agent to obtain and furnish information to UT Dallas related to my 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 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 statements made herein will void my Application for Employment and any actions based on it.

Applicant/Employee Signature _____ **Date** _____

THIS SECTION TO BE COMPLETE BY THE EMPLOYING DEPARTMENT

Applicant/Employee status: Volunteer _____ Student _____

Department Name: _____ **Department Phone Number: (ext)** _____

Department Contact: _____ **Signature:** _____ **Date:** _____

Send this completed form to UT Dallas Police Department 972-883-2156