Texas A&M AgriLife Administrative Services – Human Resources



Adloc:

# VERIFICATION OF DEGREE RELEASE FORM

### CANDIDATE FOR EMPLOYMENT OR EMPLOYEE SHOULD COMPLETE THIS FORM.

### **RETURN FORM TO HIRING UNIT OR DEPARTMENT**

Last Name:	First Name:	Middle Name
Other name(s) used in any/all other records:		**Date of Birth

\*\*Used solely for the purpose of conducting a verification of degree.

#### EDUCATION INFORMATION

Name of institution granting highest degree:				
Highest earned educational degree:				
Associate	Bachelor's	Master's	Doctorate	
Field in which degree was awarded:				
Address of institution:				
City		State	Zip Code	

- 1) I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS VERIFICATION DEGREE RELEASE FORM IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT INCORRECT OR INCOMPLETE INFORMATION MAY BE GROUNDS FOR TERMINATION OF CURRENT EMPLOYMENT OR CANCELLATION OF ANY AND ALL OFFERS OF EMPLOYMENT AT THE DISCRETION OF THE APPLICABLE AGENCY.
- 2) I GIVE CONSENT TO ALLOW A REPRESENTATIVE OF TEXAS A&M AGRILIFE HUMAN RESOURCES TO VERIFY MY DEGREE FROM A CONSUMER REPORTING AGENCY OR FROM THE INSTITUTION INDICATED ABOVE.

SIGNATURE OF CANDIDATE/EMPLOYEE	DATE:

For questions regarding this form, please contact AgriLife Human Resources at 979-845-2423.

Hiring Unit Name:

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Unit Contact Email:

## HIRING DEPARTMENT/UNIT FORWARDS COMPLETED DISCLOSURE NOTICE TO HUMAN RESOURCES AT:

Submit in Laserfiche to WIP-HR folder or send by email to: <u>HRBackground@ag.tamu.edu</u>

HR Use OI	ny:						
DATE REC	NSC	HOW	INSTIT	LOG	FAXED	ED VER	EMAIL