



Criminal Background Check Request Form

INSTRUCTIONS TO THE HIRING UNIT OR DEPARTMENT: Please complete the hiring unit or department information and/or camp/event information. Submit page 1 to AgriLife HR, along with page 3 (if applicable). Give the candidate for employment/employee or volunteer the Notice on page 2.

TO BE COMPLETED BY THE HIRING DEPARTMENT/UNIT OR CAMP/EVENT SPONSOR

Hiring Unit/Department/District or Camp/Event Name		Unit/Department Contact Name	
Hiring Supervisor		Unit/Department Contact Phone and Email	
Position Title		Adloc 02 06 07 11 20	
FULL LEGAL NAME for Criminal History Check (Print)		*Email Address for Candidate/Employee/Volunteer	
Internal promotion and transfer? Yes No	Has the Candidate/Employee/Volunteer previously completed a background check for Texas A&M AgriLife in the past 365 days? Yes No		
Does the Candidate have a U.S. Social Security Number?		Yes	No

FOR CAMP OR EVENT STAFF ONLY

Camp or Event Name	
Camp or Event Date	Paid Volunteer

*If the person for whom the criminal history check will be done does not currently have an email account, one can be created at Google: <https://accounts.google.com/SignUp>

GIVE ATTACHED NOTICE (PAGE 2) TO CANDIDATE FOR EMPLOYMENT, CURRENT EMPLOYEE, OR VOLUNTEER.

SUBMIT FORM TO:
 Texas A&M AgriLife Human Resources
HRBackground@ag.tamu.edu
 Laserfiche: WIP-HR folder
 For questions call 979-845-2423

HR Use Only:

Date	Log	RR	Email



NOTICE: Criminal Background Check Instructions for Candidate for Employment or Employee

You are receiving this notice because any candidate for employment, current employee (in specific instances) or volunteer is required to have a criminal history check to work at Texas A&M AgriLife. You must have an email address to receive the instructions. If you do not currently have an email address, one can be created at Google: <https://accounts.google.com/SignUp>

It is important you read, understand, and comply with following information:

- **FORM:** AgriLife Human Resources will receive a Criminal Background Check Request Form completed by the hiring department or unit. Using this information, your name and email address will be entered in the criminal history vendor website hosted by *SterlingBackCheck*. That entry will trigger an email to you.
- **EMAIL:** You will receive an email from SterlingBackcheck.com with the subject title of "Texas A&M AgriLife – Background Screening Instructions." Please check your junk or spam folder if you do not see this in your inbox. The email will contain a link to a secure server.
- **LINK:** Using the link provided in the email, you will log into a secure server where you will create a UserID and password. You will enter the required information to perform the criminal history check.
- **CONSENT:** You must give your consent to complete the background check through this website and you will receive copies of all documents you complete. ALL requirements must be completed before the criminal history can be conducted.
 - The link provided in the email **will expire in a short time frame**, so it is critical you **respond immediately** upon receipt.
 - Failure to consent and complete the required information will make you **ineligible for employment or volunteer purposes**.

QUESTIONS: If you have any questions **before** you begin the process, please consult with the appropriate Texas A&M AgriLife unit or department contact helping you through this process, or contact AgriLife Human Resources at HRBackground@ag.tamu.edu or 979-845-2423.

- Once you begin the process, you are provided with contact information on the website for any questions.

Thank you in advance for your prompt attention to this request!

Texas A&M AgriLife Human Resources
2147 TAMU | College Station, Texas 77843
979.845.2423 | HRBackground@ag.tamu.edu

