Texas A&M AgriLife Administrative Services – Human Resources



# **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.

Hiring Unit/Department/District or Camp/Event Name  Hiring Supervisor		Unit/Department Contact Name  Unit/Department Contact Phone and Email					
						Position Title	
FULL LEGAL NAME for Criminal His	story Check (Print)					ployee/Volur	nteer
nternal promotion and transfer?	Has the Candidate/Er past 365 days?	nployee/Volunteer previ	ously compl	eted a bad	ckground ch	neck for Texa	s A&M AgriLife in th
Yes No	past see aays.	Yes N	٧o				
OR CAMP OR EVENT STAFF ONLY Camp or Event Name	<u>′</u>						
Camp or Event Date		Paid	Volunteer				
		will be done does n	ot current	ly have	an email	account, c	one can be creat
f the person for whom the crin t Google: https://accounts.goo	ogle.com/SignUp						

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 | <u>HRBackground@ag.tamu.edu</u>



### **VERIFICATION OF DEGREE RELEASE FORM**

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

### RETURN FORM TO HIRING UNIT OR DEPARTMENT

DATE REC NSC HOW

INSTIT

LOG

FAXED ED VER EMAIL

	First Name:		Middle Name	
Other name(s) used in any/all other	er records:		**Date of Birth	
Used solely for the purpose of co	nducting a verification of degree			
DUCATION INFORMATION				
Name of institution granting highe	est degree:			
Highest earned educational degre	ee:			
Associa		Master's	Doctorate	
Field in which degree was awarde	ed:			
Address of institution:				
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