

Human Resources
Criminal Background Check
For Internal Use Only

Instructions: To request a Criminal Background Check please fill out this online form completely. By clicking the submit button below your request will be sent to the Employment office for processing. If you have any questions please call the Employment office at extension 2-3461 or email hrcbc@uta.edu.

Date: _____

Position Type: Faculty Staff Student Non-Employee/Affiliated Person

SSN: Yes No **Is the applicant employed at UTA?** Yes No

Posting Number: _____ **Posted Job Title:** _____

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

Position reports to:
(hiring manager's name) _____

Department Contact: _____ **Email:** _____

Applicant Name:
_____ *Last* _____ *First* _____ *Middle*

Email Address: _____

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

Comments:

Please note: [Form 26-1](#) for On-campus camps can be used in lieu of this form.

Note: When the CBC is complete, the Human Resources representative will then notify the hiring department of the results. The hiring department may not proceed with hiring an applicant until this notification is received.