



Criminal Background Check Request

INSTRUCTIONS TO THE HIRING DEPARTMENT: Complete the hiring department/college information. Give the Notice on page 2 to your candidate.

(Criminal Background Checks will be sent directly to the Dean of Faculties office. The Dean of Faculties office will notify the hiring department.)

TO BE COMPLETED BY THE HIRING DEPARTMENT

Hiring Department/College		Security Sensitive Contact Name	
Hiring Supervisor		Security Sensitive Phone and Email	
Position Title		TWC Posting #	Pre-Hire ID #
Name for Criminal History Check		Email Address for Applicant/Employee	
Internal Promotion and Transfer <input type="radio"/> Yes <input type="radio"/> No	Has the Applicant/Employee previously completed a background check for Texas A&M in the past 365 days? <input type="radio"/> Yes <input type="radio"/> No		

GIVE ATTACHED NOTICE (PAGE 2) TO PROSPECTIVE EMPLOYEE OR CURRENT EMPLOYEE

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

Human Resources will process the check and communicate with the Dean of Faculties in accordance with applicable University Rule and SAPs.

<p>SUBMIT RESULTS TO: Dean of Faculties MS 1126 facultyhiring@tamu.edu Fax (979) 845-1822</p>	<p>NEED HELP? Dean of Faculties Phone (979) 845-4274 facultyhiring@tamu.edu</p>
--	---



NOTICE: Criminal Background Check Instructions for Prospective Employee or Current Employee

You are being given this notice because any prospective employee, current employee (in specific instances) or volunteer is required to have a criminal history check to work at Texas A&M University. You must have an email address to receive the instructions.

If you do not currently have an email, one can be created at Google: <https://accounts.google.com/SignUp>

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

FORM: Human Resources will receive a Criminal Background Check Request Form completed by the appropriate department or event coordinator. Using this information, they will enter your name and email address in the criminal history vendor website hosted by *Sterling BackCheck*. That entry will trigger an email to you for background check purposes.

EMAIL: You will receive an email from Sterling BackCheck.com with the subject title of "Texas A&M University - 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 information required to perform the criminal history check.

CONSENT: You must give your consent to complete the background check via this website and you will receive copies of all documents you complete. You must complete ALL the requirements 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 staff member helping you through this process or contact HR Recruitment and Workforce Planning at jobpath@tamu.edu or 979-845-5154.

- 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 the requirements of this process!