UTA★ Office of Talent, Culture, and Engagement

Criminal Background Check (CBC)

Instructions

- Fill out this form completely and email to hrcbc@uta.edu for processing.
- TCE Onboarding will contact the department to provide the results of the criminal background check. The department **may not proceed** with hiring until this notification is received.
- Form 26-1: Campus Program Employee Listing for on-campus programs and camps should be used instead of this form.
- Contact TCE Onboarding at 817-272-5554 or hrcbc@uta.edu with questions.
- Review the policy for CBCs and the procedure for CBCs.

Department Information

Department Name _____ Contact Person _____

Phone _____ Email _____

Job Posting Information

Date of This Request _____ Potential Start Date _____

Posted Job Title _____ Posting Number _____

What is the position type? ☐ Faculty ☐ Staff ☐ Student ☐ Non-Employee / Affiliated Person

To whom does the position report? (*Hiring Manager's Name*) _____

Applicant Information

Last _____ First _____ Middle _____

Email _____

Is the applicant employed at UTA? ☐ Yes ☐ No   Does the applicant have a social security number? ☐ Yes ☐ No

Is the applicant a minor (under 18)? ☐ Yes ☐ No

Additional Comments

[ ]

▶ *Email the completed form to hrcbc@uta.edu for processing.*