

The University of Texas at Arlington  
**Criminal Background Check Form**  
Human Resources

**THIS SECTION TO BE COMPLETED BY AN APPLICANT OR EMPLOYEE UNDER CONSIDERATION FOR PROMOTION/TRANSFER**

See HR Procedure 3-48, "Criminal Background Checks" at <http://www.ut Arlington.edu/hr/80614881>

**IMPORTANT:** Print legibly using BLACK ink only. Fill out all information requested. If not applicable, enter N/A. Falsification of any information on this form will void your application for employment and any actions based on it. The information on the application for employment, including any attachments, is property of UT Arlington Administration.

Name: \_\_\_\_\_  
Last First Middle Maiden

List any former names used: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License - State and #: \_\_\_\_\_

Ethnicity: Black (not Hispanic) \_\_\_\_\_ Asian/Pacific Islander \_\_\_\_\_ Hispanic \_\_\_\_\_  
White (not Hispanic) \_\_\_\_\_ American Indian/Alaskan Native \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth (MM/DD/YY): \_\_\_\_\_ Height: \_\_\_\_\_

List ALL residency information since the age of 17 – dates of residency, city, and state, beginning with your most current. Please account for out of the country residency as well. If additional space is needed, please attach a separate sheet.

From (MM/YY)	To (MM/YY)	City	State	County/Country

No \_\_\_\_\_ Yes \_\_\_\_\_ Do you have any criminal convictions since age 17 or older or any deferred adjudications where the final disposition is still pending (i.e. the original charge has not been dismissed)?

If yes, list year(s) of conviction(s) and nature of offense(s) and penalty(ies). If additional space is needed, attach a separate sheet.

Year	Nature of Offense	Penalty

I hereby authorize any law enforcement agency to furnish UT Arlington or its agent information related to my criminal history. I hereby release UT Arlington and all its agents and employees, the law enforcement agency, and all employees of law enforcement agencies furnishing information from all liability resulting from the furnishing of this information to UT Arlington. I certify that the statements made by me on this form are true, complete and correct to the best of my knowledge and belief and are made in good faith. If circumstances require that an offer be made before the completion of an investigation, the offer is contingent on the completion of a satisfactory criminal background investigation. I understand that any false statements made herein will void my Application for Employment and any actions based on it. A set of fingerprints may be required in order to obtain a criminal history records and/or criminal conviction record.

Applicant/Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE EMPLOYING DEPARTMENT**

Applicant/Employee status: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Student \_\_\_\_\_

Posting Number: \_\_\_\_\_ Posted Job Title: \_\_\_\_\_

Department Name: \_\_\_\_\_ Department Phone Number: (ext) \_\_\_\_\_

Department Contact: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_