



## Background Check Request Form

**INSTRUCTIONS TO THE HIRING DEPARTMENT:** Complete the hiring department information. Submit page 1 to HR, along with page 3 (if applicable). Give the Notice on page 2 to your candidate.

### TO BE COMPLETED BY THE HIRING DEPARTMENT

Hiring Unit/Department/District		Unit Contact Name	
Hiring Supervisor		Unit Contact Phone and Email	
Position Title		02 06 07 11 20 Adloc	
FULL LEGAL NAME for Criminal History Check (Print)		Email Address for Applicant/Employee/Volunteer	

### GIVE ATTACHED NOTICE (PAGE 2) TO APPLICANT OR 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>

**SUBMIT FORM TO:**  
 Texas A&M AgriLife HR  
[HRBackground@ag.tamu.edu](mailto:HRBackground@ag.tamu.edu)  
 Laserfiche: WIP-HR folder

HR Use Only:

Date	Log	RR	Email

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## NOTICE: Background Check Instructions for Applicant or Employee

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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 AgriLife. 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:** AgriLife Human Resources will receive a Background Check Request Form completed by the hiring department. 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 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. 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 contact helping you through this process or contact AgriLife Human Resources at [HRBackground@ag.tamu.edu](mailto: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  
ph. 979.845.2423 | [HRBackground@ag.tamu.edu](mailto:HRBackground@ag.tamu.edu)

## VERIFICATION OF DEGREE RELEASE FORM

THE FOLLOWING SECTION IS TO BE COMPLETED BY APPLICANT/EMPLOYEE - **RETURN TO HIRING UNIT/DEPARTMENT**

Name:		
Last	First	Middle
Other name(s) used in any/all other records:		
**Date of Birth		

\*\* To be used solely for the purpose of conducting a verification of degree

### EDUCATION INFORMATION

Name of institution granting highest degree:		
Highest earned educational degree:		
Associate	Bachelor	Master's
Doctorate		
Field in which degree awarded:		
Address of institution:		
City	State	Zip Code

- 1) I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS VERIFICATION DEGREE RELEASE FORM IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT INCORRECT OR INCOMPLETE INFORMATION MAY BE GROUNDS FOR TERMINATION OF CURRENT EMPLOYMENT OR CANCELLATION OF ANY AND ALL OFFERS OF EMPLOYMENT AT THE DISCRETION OF THE APPLICABLE AGENCY.
  
- 2) I GIVE CONSENT TO ALLOW A REPRESENTATIVE OF TEXAS A&M AGRILIFE HUMAN RESOURCES TO VERIFY MY DEGREE FROM A CONSUMER REPORTING AGENCY OR FROM THE INSTITUTION INDICATED ABOVE.

SIGNATURE OF APPLICANT/EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

For questions concerning this form, please call AgriLife Human Resources at 979-845-2423

**HIRING UNIT FORWARDS COMPLETED DISCLOSURE NOTICE TO HUMAN RESOURCES AT:**

Submit in Laserfiche to WIP-HR      Email: [HRBackground@ag.tamu.edu](mailto:HRBackground@ag.tamu.edu)

**HR Use Only:**

DATE R	NSC	HOW	INSTIT	LOG	FAXED	ED VER	EMAIL