

APPLICANT OR EMPLOYEE AUTHORIZATION TO CONDUCT A CRIMINAL HISTORY RECORD INVESTIGATION

A Criminal History Record Investigation is required for university positions designated as security sensitive and a background investigation is deemed appropriate and desirable. This investigation into official public record will provide information of the existence or non-existence of a criminal history record. Employment in a job that is designated security sensitive is contingent upon the satisfactory completion and findings of the criminal history record investigation. Applicants who decline to submit a criminal history record investigation or fail to provide required information will be denied employment for a security sensitive position. An employee may be terminated if information on this form has been falsified or if the nature of the criminal history record prohibits employment in the employee's current position.

Please Print Clearly or Type and Complete All Questions

Name (Last, First, M.I.) _____ Date of Birth (MM/DD/YY) ____/____/____

Alias or Other Names Used: _____ Ethnicity _____

Sex (Circle one): Male Female

Social Security Number _____ Has this number been issued in the last 90 days? No Yes

(If you do not have a Social Security number., attach a copy of a passport)

Driver's License # _____ State Issued _____

Other I.D. # _____ Issued by: _____

Have you ever been convicted of a criminal offense (other than a traffic violation) including DWI/DUI or received deferred adjudication? No Yes If yes, where? (City, county, state)

Residence History: Provide complete address for last five years (attach a separate sheet if necessary):

Current Address:

Dates: From: _____ To: _____

(Street Address to include Apartment Number, City, County, State and Zip Code)

Previous Address:

Dates: From: _____ To: _____

(Street Address to include Apartment Number, City, County, State and Zip Code)

The University of Houston-Victoria maintains the right to conduct, either through University Resources or third party, background investigations of any employee or job applicant. None of the information provided in this form will be used to discriminate against any applicant or employee on the basis of race, sex, age, color, religion, national origin, disability, or veteran status.

By signing this form, I authorize the University and/or its designee to conduct background investigations as necessary which are deemed appropriate or desirable. I release the University and third parties from any liability arising therefrom. I am aware that any false or misleading statement, omission or failure to disclose information may disqualify me for employment or, if employed, may result in my dismissal. I understand a criminal history may disqualify me for employment at the University of Houston-Victoria.

Signature of Employee/Applicant _____

Date of Consent _____

FOR HUMAN RESOURCES USE ONLY

Job Title & Position Number: _____ Criminal Other _____

Department: _____

Contact: _____

Authorized by: _____ Title: _____ Date: _____