

Criminal Background Check Verification Form for UT System Employees

Date: _____

The University of Texas System Policy: UTS124, Criminal Background Check (CBC) requires that a CBC be conducted on any applicant, internal or external, who is under final consideration, following normal screening and selection processes, for employment... **WITHOUT SALARY Faculty Appointees** must have a CBC conducted prior to their receiving a without salary appointment to a position with a faculty academic title authorized under Regents' Rules and Regulations, Rule 31001.

This form will be used as an official confirmation by The University of Texas Health Science Center at Houston to confirm that the named UT System employee(s) listed below have been through a CBC through the named home institution:

To: _____
(Name of UT Institution where employee(s) holds primary appointment.)

Employee Name(s): *If more than 10 see attached list.*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

By signing this Criminal Background Check Verification Form the Human Resources office of the named institution above is confirming that the mandatory CBC has been conducted on all listed employee(s).

Verification by: _____
(HR Representative or Designee)

Date _____

Please Print Name: _____

Please Return UTHHealth School Contact: _____

