



TEXAS SOUTHERN UNIVERSITY
 Division of Administration & Finance
 Human Resources & Payroll

RESET

AUTHORIZATION TO CONDUCT A CRIMINAL BACKGROUND CHECK

A criminal background investigation is required for Texas Southern University positions designated as "security sensitive." This investigation into official public records will determine the existence or non-existence of a record of criminal charges. Employment in a job that is designated security sensitive is contingent upon satisfactory completion of the criminal background investigation. Applicants who decline to submit to a criminal background 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

Name (Last, First, M.I.) _____ Date of Birth (M/D/Y) _____

Other Names Used _____

Social Security Number _____ Has this number been issued in the last 90 days?

Yes No (If you do not have SS #, attach a copy of your passport.)

Driver's License Number _____ State Issued _____

Have you ever been convicted of a criminal offense? (If yes, please provide a brief justification on page 3.)

Yes No If yes, where? (City, County, State) _____ Date _____

Email Address _____ Telephone Number _____

Residence History: Provide complete addresses for U.S. residences during the last ten (10) years.

Date: From: _____ To: _____

Street Address, Apartment Number, City, County, State and Zip Code

Date: From: _____ To: _____

Street Address, Apartment Number, City, County, State and Zip Code

Date: From: _____ To: _____

Street Address, Apartment Number, City, County, State and Zip Code

Date: From: _____ To: _____

Street Address, Apartment Number, City, County, State and Zip Code

If necessary, please include dates and complete addresses in the same format as above:

TEXAS SOUTHERN UNIVERSITY MAINTAINS THE RIGHT TO CONDUCT, EITHER THROUGH UNIVERSITY EMPLOYEES OR THROUGH A THIRD PARTY, A BACKGROUND INVESTIGATION OF ANY EMPLOYEE OR JOB APPLICANT. NONE OF THE INFORMATION PROVIDED ON 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, YOU AUTHORIZE THE UNIVERSITY AND/OR ITS DESIGNATED THIRD PARTY TO CONDUCT A BACKGROUND INVESTIGATION, WHICH MAY BE DEEMED APPROPRIATE OR DESIRABLE. IN ADDITION, YOU ACKNOWLEDGE YOUR AWARENESS OF THE FACT THAT ANY FALSE OR MISLEADING STATEMENT, OMISSION OR FAILURE TO DISCLOSE INFORMATION MAY DISQUALIFY YOU FOR EMPLOYMENT OR IF EMPLOYED, MAY RESULT IN DISMISSAL. A CRIMINAL HISTORY MAY DISQUALIFY YOU FOR EMPLOYMENT AT TEXAS SOUTHERN UNIVERSITY. I DO HEREBY RELEASE ALL AGENTS, SERVANTS, AND EMPLOYEES OF TEXAS SOUTHERN UNIVERSITY, THE PERSON IN CHARGE OF SUCH LAW ENFORCEMENT AGENCY OR DEPARTMENT AND ALL MEMBERS OF SUCH LAW ENFORCEMENT AGENCY OR DEPARTMENT FROM ALL LIABILITY RESULTING FROM THE FURNISHING OF THIS INFORMATION TO TEXAS SOUTHERN UNIVERSITY.

Applicant/Employee Signature _____

Date _____

HUMAN RESOURCES ONLY

CRIMINAL HISTORY

CLEAR

Submitted by _____ Signature _____

Title _____ Phone Number/Ext. _____

HUMAN RESOURCES USE ONLY

Job Title: _____

Position Request Number: _____

Department: _____

Contact: _____

Received Date: _____

The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that Texas Southern University collects about you. It also gives you the right to request a copy of that information, and to have Texas Southern University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the Office of General Counsel, 3100 Cleburne Avenue, Houston, Texas 77004.

Disclosure of your Social Security number ("SSN") is requested from you in order for Texas Southern University to complete a background check. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in dismissal or ineligibility to be hired into the security sensitive position. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.



Criminal Offense Justification