



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

**RESET**

**AUTHORIZATION TO CONDUCT A CRIMINAL BACKGROUND/CREDIT 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.

PLEASE TAKE NOTICE THAT ONE OR MORE CONSUMER CREDIT REPORTS MAY BE OBTAINED FOR EMPLOYMENT PURPOSES PURSUANT TO THE FAIR CREDIT REPORTING ACT, AS AMENDED, 15 U. S. C., §1681, ET SEQ. SHOULD A DECISION TO TAKE ANY ADVERSE ACTION AGAINST YOU BE MADE, BASED EITHER IN WHOLE OR IN PART ON THE CONSUMER CREDIT REPORT, THE CONSUMER REPORTING AGENCY THAT PROVIDED THE REPORT PLAYED NO ROLE IN THE AGENCY'S DECISION TO TAKE SUCH ADVERSE ACTION.

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

Date \_\_\_\_\_

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**HUMAN RESOURCES ONLY**

REPORT HISTORY

CLEAR

Submitted by \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Phone Number/Ext. \_\_\_\_\_

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**HUMAN RESOURCES USE ONLY**

Job Title: \_\_\_\_\_

Position Request Number: \_\_\_\_\_

Department: \_\_\_\_\_

Contact: \_\_\_\_\_

Received Date: \_\_\_\_\_

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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