Payroll and HR Services | PH. 979.436.9210 | employment@tamhsc.edu

INSTRUCTIONS TO HIRING DEPARTMENT: Complete page one of the Background Check Authorization Form and scan into the HR Inbox (9.0) in the DMS system. Give the attachment (page 2) to your candidate.

_____
Job Title of Applicant/Employee

_____
NOV #, if applicable

_____
Hiring Department

☐ YES   ☐ NO
Internal Promotion and/or Transfer?

_____
Department Contact Name

_____
Phone or Email Address

INFORMATION REGARDING APPLICANT OR CURRENT EMPLOYEE OR VOLUNTEER:

_____
Last Name (PLEASE PRINT CLEARLY)

_____
First Name (PLEASE PRINT CLEARLY)

_____
Email Address (PLEASE PRINT CLEARLY)

_____
Planned Date of Employment (if applicable)

BACKGROUND CHECKS <u>MUST</u> BE COMPLETED ON OR BEFORE THE APPLICANT'S START DATE. BACKGROUND CHECKS TYPICALLY TAKE 2-3 DAYS, BUT ON OCCASION MAY TAKE LONGER. IF NECESSARY, THE PLANNED START DATE WILL BE ADJUSTED.

Department Contact Signature: _____

GIVE ATTACHED NOTICE TO PROSPECTIVE OR CURRENT EMPLOYEE OR VOLUNTEER

If the person for whom the criminal history check will be done does not currently have an email, one can be created at Google by going to the following the link below and filling out the form:
https://accounts.google.com/signup?service=mail

Submit From To	Need Help?
HR Inbox (9.0) in DMS System BC-[Last Name, First Name]	Payroll & HR Services PH. 979 .436.9210 employment@tamhsc.edu