

# UNIVERSITY OF NORTH TEXAS™

## Criminal History (CHC) Authorization & Release Form

To be employed in or hold a job with the University of North Texas or the University of North Texas System that is designated security sensitive, an applicant or employee must satisfactorily complete and pass a criminal history check (CHC). This form authorizes UNT to obtain criminal history information on the applicant, who is seeking employment for a university or UNT System position designated as security sensitive, or a current employee promoting into a security sensitive position.

**Instructions:** This form is to be completed by the applicant or employee. Print legibly and complete all information requested. Deliver the completed form to the UNT Human Resources Department or send via fax to Human Resources at 940-369-7137. Once the CHC results have been received, the hiring manager will be notified by Human Resources.

**This form must be submitted and results received prior to the first day of employment in a security sensitive position.**

Last Name:	First Name:	Middle Name:
Date of Birth: MM/DD/YYYY	* SSN:	Current Address (Street, City, State & Zip Code):
Maiden Name:	List Any Former Names Used:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Place of Birth: City, State, County	Mother's Maiden Name (If Born or Lived in Spanish speaking Country):	Driver's License No. and State License Issued:

\*State law authorizes institutions of higher education to obtain criminal history information on applicants for employment for security sensitive positions. Your SSN will be used to obtain this information as part of a background check. You are not required by law or other authority to disclose your SSN, however, failure to do so may result in the inability to complete the background check. Under Texas Public Information Act, your SSN will not be disclosed to the public.

**List all locations where you have lived during the last 7 years, beginning with your present place of residence.**

**\*\*Include the full address for any international locations\*\***

From MM/YYYY	To MM/YYYY	City	State	Zip Code	County

### Acknowledgement and Authorization

I hereby authorize the University of North Texas' (UNT) agent to furnish UNT information related to my criminal history. I hereby release UNT, the UNT System and all its officers, and employees, from all liability resulting from the use of information obtained as part of this background check. I certify that the information provided by me on this form is true, complete and correct to the best of my knowledge. I understand that any false information provided herein will void my application for employment and may result in termination. I further understand that a criminal history may disqualify me for employment at UNT.

The Texas Privacy Act, with a few exceptions, allows you to be informed about the information The University of North Texas collects about you to review and obtain the information on this form and to correct any information you believe is incorrect.

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

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

**UNT HR DEPARTMENTAL USE ONLY:**

Position Title:	Department:	Position #:	Req #:
Date Request Received:	Date Request Submitted:	Date Results Communicated:	HR Rep Initials: