



How to Initiate a Criminal Background Check (CBC) for Faculty Applicants

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Overview

This document sets forth the process to submit a CBC for an applicant who has been identified as a finalist for a faculty position. The CBC Request Form must be completed and the check cleared prior to submitting a Hiring Proposal for a faculty finalist.

Process:

- Go to <https://resources.uta.edu/hr/services/resources-and-tools/employment/hiring-toolkit.php>. Select 'Criminal Background Check', then select 'HR-E-F4' and download. The CBC policy is available for reference at this location.

UTA Office of Human Resources 09/2022 HR-E-F4
1225 W. Mitchell St., Ste. 213 Arlington, TX 76019
T 817-272-5554 F 817-272-3361 uta.edu/hr

Criminal Background Check (CBC)

Instructions

- Fill out this form completely and email to hrcbc@uta.edu for processing.
- Human Resources will contact the department to provide the results of the criminal background check. The department **may not proceed** with hiring until this notification is received.
- [Form 26-1, Campus Program Employee Listing](#) for on-campus programs and camps should be used instead of this form.
- Contact Human Resources at 817-272-3461 or hrcbc@uta.edu with questions.
- Review the [policy for CBC's](#) and the [procedure for CBC's](#).

Department Information

Department Name _____ Contact Person _____

Phone _____ Email _____

Job Posting Information

Date of This Request _____ Potential Start Date _____

Posted Job Title _____ Posting Number _____

What is the position type? Faculty Staff Student Non-Employee / Affiliated Person

To whom does the position report? (Hiring Manager's Name) _____

Applicant Information

Last _____ First _____ Middle _____

Email _____

Is the applicant employed at UTA? Yes No Does the applicant have a social security number? Yes No

Is the applicant a minor (under 18)? Yes No

Additional Comments

▶ Email the completed form to hrcbc@uta.edu for processing.

2. Follow the instructions below to complete the CBC Request Form:
 - Fill out form 'HR-E-F4' completely and email to hrcbc@uta.edu for processing.
 - Notify the finalist that they will be receiving an electronic email to fill out a personal online CBC authorization form. This form must be completed by the applicant to complete the submission process.

3. Once the background check has been completed, the requestor will receive the results via email from cbc@exchange.uta.edu. The background check process can take anywhere from 24 hours to 7 business days to complete. Typically, results are received within 48 hours.

4. The department/unit uploads the clearance notification to the Hiring Proposal in People Admin prior to being submitted for approval. The department **may not** submit the hiring proposal until this notification is received.

Frequently Asked Questions

Q. What happens if a CBC is declined?

A. Contact your Sr. HR Business Partner as soon as possible to discuss the next steps.

Need Help?

- For general questions or assistance regarding the CBC, please contact hrcbc@uta.edu.