

UNIVERSITY OF NORTH TEXAS™

Faculty Criminal History Check (FCHC) Authorization & Release Form

To be employed or attain tenure at the University of North Texas in a faculty job, which is designated as security sensitive, an applicant or employee must satisfactorily pass a criminal history check (CHC). This form authorizes UNT to obtain criminal history information for those faculty members seeking employment or tenure.

Instructions: This form is to be completed by the applicant or employee. Print legibly and complete all information requested. Mail or deliver the completed form to Office of the Provost and Vice President for Academic Affairs, Hurley Administration Building Room 370, 1155 Union Circle #311190, Denton, TX 76203. Once the CHC process has been completed, the Dean will be notified by the Office of the Provost and Vice President for Academic Affairs on whether an offer of employment will be extended or revoked or after consulting with the Dean of the college/school, whether a disposition will terminate a personnel review in which tenure is sought.

This form must be submitted and CHC process completed prior to 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:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	

*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 criminal history 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 criminal history 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.

From Month/YYYY	To Month/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 criminal history 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 and for continuation of the review for tenure.

"The Texas Privacy Act, with a few exceptions, allows you to be informed about information the University of North Texas collects about you. You are also allowed to obtain and review this information, including the results of the criminal history check, and to correct any information you believe is incorrect. "

Signature Applicant/Employee: _____ Date: _____

UNT USE ONLY:

Type:	Department:	EMPLID/EUID:		
Date Request Submitted:	Date Request Received:	Date Results Communicated:	Provost Rep:	