

CRIMINAL BACKGROUND CHECK (CBC) INFORMATION FORM



Date

Staff Faculty Student Youth Camp Affiliates/Other Volunteer

New Hire - Has never worked at UTEP before **Rehire** - Has worked at UTEP before and already has a 600# Employee ID

Employment Location Hybrid
 Face-to-Face

Citizenship **Domestic** - A person who is a citizen or a national of the United States
 International - A person who is not a citizen or a national of the United States

Incumbent Information

Last Name **First Name** **Middle Name**

(Enter N/A if not applicable)

Empl ID# (PeopleSoft) **800#** **Email address**

(If applicable)

Primary Physical Address **City** **State**

Telephone Number

(Area code and 7-digit phone number)

Expected Start Date

Future Start Date must be at least one week from today.

Department

Position #

Position Title

Job Opening ID

Job Code

Supervisor Name

Hours per Week

Preparer's Name

Preparer's Extension

For EUBC office use only

Cost Center/Project ID

Approver

Account Title