



The University of Texas at El Paso  
College of Liberal Arts  
**BACKGROUND CHECK AND INFORMATION FORM**  
**FACULTY**



**New Hire**- Has never worked at UTEP before

**Rehire** – Has worked at UTEP before and already has a 600# Employee ID

**Domestic**- A person who is a citizen or national of the United States.

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

**Incumbent Information:**

Last Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Middle Name: \_\_\_\_\_

City: \_\_\_\_\_

First Name: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Country: \_\_\_\_\_

EMPL ID (if available): \_\_\_\_\_

Ethnic Group: \_\_\_\_\_

800# (if available): \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Future Start Date: \_\_\_\_\_

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

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Position #: \_\_\_\_\_

Job Code: \_\_\_\_\_

Job Opening ID: \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_

Department Chair Email: \_\_\_\_\_

Preparer's Supervisor Name: \_\_\_\_\_

Preparer's Name: \_\_\_\_\_

Preparer's Extension: \_\_\_\_\_

**Faculty Offer Letter**

*Full Time Non-Tenure and Tenure Track faculty require an Offer Letter.*

**Attached Signed Offer Letter**

Cost Center / Project ID: \_\_\_\_\_

Account Name: \_\_\_\_\_

Approver: \_\_\_\_\_

**\*\*SALARY ACCOUNTS AND WAGES ACCOUNTS CANNOT BE USED TO CHARGE THESE FEES.**

By submitting this form,

- The department is authorizing to be charged for all applicable fees for processing this request.
- The department acknowledges the new hire will not be allowed to work until an Employee ID (600#) is issued.

**Additional Comments:**

 Submit completed form to [colabc@utep.edu](mailto:colabc@utep.edu)