



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



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: _____
Middle Name: _____
First Name: _____
Email: _____
EMPL ID (if available): _____
800# (if available): _____

Physical Address: _____
City: _____
State: _____ Zip Code: _____
Country: _____
Ethnic Group: _____
Date of Birth (mm/dd/yyyy): _____

Remote Work Information:

Please indicate if the new hire will be working remotely.
Choose One: Yes No

Definitions:

- **Fully Remote:** An authorized work arrangement involving an employee routinely working at a location, not the principal location of employment (UTEP).
- **Hybrid Remote:** An authorized work arrangement that involves an employee routinely working one or more days per week at a location that is not the principal location of employment.

A remote work agreement must be on file for remote work. For further information please visit [Chapter 35: Remote work policy](#).

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

Department: _____
Position #: _____
Job Opening ID: _____

Position Title: _____
Job Code: _____
Hours per Week: _____

Preparer's Supervisor Name: _____
Preparer's Name: _____

Preparer's Extension: _____

Staff Request to Hire

Attach the automated Criminal Background Check (CBC) request for Hiring Department sent by HR Onboarding.

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.
- The hiring department has reviewed the Remove Work Policy and will request the new hire to complete a Remote Work Agreement, Applicant to staff hires only.

Additional Comments:



Submit completed form to colabc@utep.edu