



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



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): _____

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: _____

Student Employment Guidelines Requirements

Undergraduate

o Students must be admitted into a degree program at UTEP and enrolled in an undergraduate program. Student must be enrolled in course work that meets degree requirements and enrolled during the semester of the student appointment.

o Students must remain in good academic standing (overall GPA of 2.0 or better) at UTEP.

o Students must be enrolled in a full-time course load (min. 12 hours) every semester (fall and spring) in which they are employed with the exception of last semester prior to graduation. Federal work-study must be enrolled in a minimum of six (6) semester credit hours at UTEP during their final semester. (Refer to the [Student Employment Guidelines](#) website for Summer enrollment requirements)

Graduate

o Students must be admitted into a program of study at UTEP with a Plan of Study on file in the Graduate School. Student must be enrolled in course work that meets degree requirements and enrolled during the semester of the student appointment.

o Students must maintain good academic standing (overall GPA of 3.0 or better) at UTEP.

o Students must be enrolled in a full-time course load (min. 9 hours) every semester (fall and spring) in which they are employed with the exception of last semester prior to graduation OR enrolled in thesis/ dissertation (3 hours). (Refer to the [Student Employment Guidelines](#) website for Summer enrollment requirements)

Exceptions for graduate and undergraduate students must be submitted using the [Student Employment Exception Request](#) form. If you have any questions, contact UTEP student employment at studentemployment@utep.edu.

Hiring Department verified Student meets all Student Employment Requirements

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