



**The University of Texas at El Paso  
College of Liberal Arts  
BACKGROUND CHECK AND INFORMATION FORM  
YOUTH CAMP PARTICIPANT, VOLUNTEER, AFFILIATE/OTHER**



**POSITION TYPE:**

Youth Camp Participant

Affiliate / Other

Volunteer

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

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

**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: \_\_\_\_\_

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 criminal background must clear before participants are allowed to collaborate with the University.

**Additional Comments:**



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