



Background Check Authorization

PER 116

Del Mar College has an obligation to provide a safe environment for all members of the Del Mar community and to protect the property of Del Mar College. Finalists chosen for a job vacancy must provide and certify their complete adult criminal conviction record. A criminal conviction does not necessarily disqualify an individual from being hired. **Disclosures:** Under the authority of the Texas Education Code and the Fair Credit Report Act, Del Mar College shall require a criminal history check of its employees. In processing your application for employment, or at any time during your employment period, Del Mar College may obtain criminal records and/or a consumer report for employment purposes. With few exceptions, you have the right to request, receive, review, and correct information that Del Mar College collects about you.

SECTION 1	Please provide the position that you are applying for in the space below.

SECTION 2	Please ensure that all fields below are legible and completed properly.		
Name (Last, First, Middle):		Suffix:	
All other names or alias you have used (including Maiden Name):		Date of Birth:	
Drive License Number and State of Issuance:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	

SECTION 3	Please provide your residency information for the last ten (10) years. The full address is not required, only the name of the city(s). Attach additional pages as necessary.			
	City	State	County	Year To / Year From

SECTION 4	Record of Conviction.		
Are you required to register as a sex offender in Texas or any other state?		<input type="radio"/> Yes	<input type="radio"/> No
Have you ever been convicted, pled no contest or guilty, placed on deferred adjudication, court order probation, or similar disposition for an offense in federal, state or municipal adult court? If yes, please provide the conviction details below and attach additional pages as necessary.		<input type="radio"/> Yes	<input type="radio"/> No

Year	Nature of Offense	Level of Conviction (Misdemeanor, Felony, Probation, Pending Deferred Adjudication)

EMPLOYEE SIGNATURE	Please review the following consent information. Print your full name (Last, First, Middle), sign, and date.	
<p>I hereby consent and authorize Del Mar College to conduct an investigative consumer report as part of the application process for employment or continued employment. I hereby authorize any investigator or duly accredited representative of Del Mar College bearing this release to obtain any information from schools, employers, criminal justice agencies or individuals, relating to my activities. This information may include employment, academic, licensure, certification information, driving, and conviction records. I understand this information will be used only for evaluation for employment or continued employment with Del Mar College. I hereby release all De Mar employees, individuals, and record custodians from any and all liability resulting from the release of this information. I understand that if employed, my employment with Del Mar College will be subject to the outcome of the criminal history investigation. I confirm that the statements made by me on this form are true, correct, and complete to the best of my knowledge and belief, and are made in good faith. If any information proves to be incorrect or incomplete, I understand that ground for termination of current employment or cancellation of any and all offers of employment are at the discretion of Del Mar College.</p>		
Print Name (Last, First, Middle)		Date

HR USE ONLY	<input type="checkbox"/> BI Completed	BI Approval (IF APL):
--------------------	---------------------------------------	-----------------------