



# Sam Houston State University

Member The Texas State University System

## Human Resources Department

### GRADUATE APPLICATION FOR HIRERIGHT BACKGROUND CHECK For Hiring Department Use Only

**Instructions:**

- 1) A criminal background check is required for all employees prior to hire per [Human Resources Policy ER-9, Criminal Background Checks](#)
- 2) Notify the graduate that they will be sent an email from HireRight. In order to start the background check, they will need to respond to the request as soon as possible.
- 3) **Hiring Department Contact:** If you are hiring a current employee into a new position, please contact Human Resources at 936-294-1071 to see if the new position requires the current employee to complete a criminal background check for the new position.
- 4) The Hiring Department will submit the completed Application for Graduate HireRight Background Check to the Human Resources Department to either the address provided below or faxed to Human Resources at 936-294-3611. **NOTE: Do not send this Background Request via email.**

**Human Resources Department, Box 2356**  
 CHSS Bldg., 1901 Avenue I, Suite 410  
 Huntsville, TX 77341-2356

- 5) **Graduates must not begin working** until the Hiring Department Contact Person named below has received clearance from the Human Resources office.
- 6) If you have questions, please call 936-294-1071 for assistance.

Name of the Hiring Department requesting HireRight Clearance: \_\_\_\_\_

Hiring Department Contact Person: \_\_\_\_\_

*The Hiring Department Contact Person named above will receive clearance information from Human Resources.*

Date Requested: \_\_\_\_\_      Grad SAM ID #: \_\_\_\_\_      Grad Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested Start Date: \_\_\_\_\_ FTE: \_\_\_\_\_ Funds: \_\_\_\_\_

Graduate's email address for the HireRight request to be sent to (one email address):

\_\_\_\_\_

Graduate's Name: \_\_\_\_\_

First

Last