



Background Check Request

INSTRUCTIONS FOR LOCAL HIRING SUPERVISORS: Provide the information as requested in the open fields. Submit the completed form to Employee Services.

TO BE COMPLETED BY THE LOCAL HIRING SUPERVISOR

Employee Services Department	Alicia Michalak
Agency Hiring Department	Agency Contact Name(s)
Employee Services	979-458-6690 or employment@tfs.tamu.edu
Agency Hiring Contact	Agency Contact Phone and Email
 Position Title	 Adloc 11
 FULL LEGAL NAME for Criminal History Check (Print)	 Email Address for Applicant/Employee/Volunteer

If needed, a candidate for employment can create an email account with Google:
<https://accounts.google.com/SignUp> or similar provider.

LOCAL HIRING SUPERVISORS transmit the completed form to Employee Services Department by email to employment@tfs.tamu.edu or by fax to 979-458-6699.

For Employee Services Department:

SUBMIT FORM TO:
Texas A&M AgriLife HR
HRBackground@ag.tamu.edu
Laserfiche: WIP-HR folder

HR Use Only:

Date	Log	RR	Email

Background Check Instructions for Candidate for Employment, Employee or Volunteer

The Texas A&M Forest Service requires any candidate for employment, current employee (in specific instances) or volunteer to have a criminal history check to work at the agency. You must have an email address to receive the instructions for the background check. If you do not currently have an email, one can be created at Google: <https://accounts.google.com/SignUp>

It is important you read, understand and comply with the following information:

- **FORM:** The Employee Services office provides a completed Background Check Request Form to AgriLife Human Resources (HR). Using this information, HR enters your name and email address in the criminal history vendor website hosted by Sterling Talent Solutions. That entry triggers an email to you.
- **EMAIL:** The email you receive comes from SterlingBackcheck.com with the subject title of "Texas A&M AgriLife – Background Screening Instructions." If this email is not found in your inbox, please continue to check your junk or spam folder as well. The email contains a link to a secure server.
- **LINK:** Using the link provided in the email, log into a secure server where you will create a user ID and password. Enter the information required to perform the criminal history check.
- **CONSENT:** You must give your consent to complete the background check via this website. You will receive copies of all documents you complete. ALL requirements must be completed before the criminal history check can be conducted.
 - The link provided in the email will expire in a short time frame, so it is critical you respond immediately upon receipt.
 - Failure to consent and complete the required information will make you ineligible for employment or volunteer purposes.

QUESTIONS: If you have any questions before you begin the process, please consult Employee Services at employment@tfs.tamu.edu or 979-458-6690, or contact AgriLife Human Resources at HRBackground@ag.tamu.edu or 979-845-2423. Once you begin the process, you may use the contact information on the website for any questions.

Thank you in advance for your prompt attention to this requirement!

Texas A&M Forest Service – Employee Services
200 Technology Way, Suite 1120 | College Station, Texas 77845
Tel: 979.458.6690 | Employment@tfs.tamu.edu