

UIN REQUEST APPLICATION



**HUMAN
RESOURCES**
OUR SERVICES - YOUR FUTURE

Identification is required to receive a UIN. Select from the following forms of identification to verify application information and submit with the UIN Request Application Form:

VALID DRIVER LICENSE
SOCIAL SECURITY CARD
PASSPORT
OTHER GOVERNMENT IDENTIFICATION

APPLICANT INFORMATION

| | | |
|---|--|------------------------|
| NAME AS IT APPEARS ON SOCIAL SECURITY CARD (Last, First Middle) | | SOCIAL SECURITY NUMBER |
| Former names used, including Maiden Name | | |
| DATE OF BIRTH | TELEPHONE NUMBER | |
| TEMPORARY ID - <i>FORIEGN NATIONALS ONLY</i> | COUNTRY OF NATIONALITY - <i>FORIEGN NATIONALS ONLY</i> | |

PURPOSE FOR UIN

Describe the purpose for requesting a UIN

SIGNATURE AND APPROVAL

Authorizing signature will be a Dean or Department Head.

NAME OF DEPARTMENT HEAD - *Please Print*

DEPARTMENT

SIGNATURE

INSTRUCTIONS: This application form and acceptable forms of identification can be delivered to Human Resources in USC 126, faxed to 825-5871, or emailed to Maria.Pedigo@tamucc.edu.

CRIMINAL BACKGROUND CHECK AUTHORIZATION

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.



An Equal Opportunity Employer: Texas A&M University-Corpus Christi does not discriminate on any basis prohibited by applicable law including race, color, religion, sex, national origin, disability, age, citizenship status, or veteran's status in recruitment, employment, promotion, compensation, benefits or training. The information on this form is the property of Texas A&M University-Corpus Christi.

TO BE COMPLETED BY APPLICANT, EMPLOYEE, VOLUNTEER OR CONTRACTOR

| | | | | |
|---|--------|---------------------------------------|---------------------------------------|--|
| NAME AS IT APPEARS ON SOCIAL SECURITY CARD (Last, First Middle) | | | UIN / SOCIAL SECURITY NUMBER | |
| Former names used, including Maiden Name | | RESIDENCE ADDRESS (Number and Street) | | |
| CITY | STATE | ZIP | EMAIL ADDRESS | |
| TELEPHONE NUMBER | | CITIZENSHIP | NATIONALITY | |
| RACE | GENDER | DATE OF BIRTH | DRIVER LICENSE NUMBER & ISSUING STATE | |

| | | |
|--------------------------|------------------------------------|-----------------------------|
| ANTICIPATED DATE OF HIRE | JOB TITLE OF POSITION I AM SEEKING | NAME OF PERSON HIRING ME |
| DEPARTMENT NAME | | PROGRAM NAME, as applicable |

RESIDENCY INFORMATION

List all places of residence since the age of 18. Attach extra pages if needed.

| | | | |
|------|-------|--------|---------|
| CITY | STATE | COUNTY | COUNTRY |
| CITY | STATE | COUNTY | COUNTRY |

CONVICTION RECORD - Attach additional pages as necessary

| | | |
|---|-----|----|
| Have you ever been <u>convicted or pled guilty</u> before a court for any federal, state or municipal criminal offense? | Yes | No |
| Have you ever received <u>deferred adjudication or similar disposition</u> for any federal, state or municipal offense? | Yes | No |
| Have you ever received <u>pretrial diversion or similar disposition</u> for any federal, state or municipal offense? | Yes | No |
| Have you ever received <u>probation or community supervision</u> for any federal, state or municipal offense? | Yes | No |
| Have you been convicted of any criminal offense in a country <u>outside the jurisdiction of the U.S.</u> ? | Yes | No |
| As of the date of this consent form, do you have any <u>pending charges</u> against you? | Yes | No |

If you answered yes to any of the questions above, provide details below. Attach extra pages if needed.

| STATE | COUNTY | DATE OF OFFENSE | DETAILS |
|-------|--------|-----------------|---------|
| | | | |
| | | | |

ACKNOWLEDGEMENT AND CONSENT

I acknowledge that a facsimile or copy of this document shall have the same validity, force and effect as the original. System Regulation 33.99.14 addresses the operation of criminal history background checks within the A&M System, including appeal procedures. The Texas A&M University System regulations require that an employee must report to his/her supervisor any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine, within 24 hours or at the earliest possible opportunity. Failure to report shall constitute grounds for disciplinary action, up to and including termination. The employee's supervisor must report the arrest(s), criminal charge(s), or conviction(s) to both the head of the department/unit and the Human Resources Office. If you have questions, please contact Human Resources at (361) 825-2627.

I hereby certify that all information provided by me on this form is true, complete, and correct. I understand that any false statements made herein may void my application for employment, be grounds for termination of my current employment and affect my eligibility for future Texas A&M University-Corpus Christi employment.

Signature of Applicant / Employee / Volunteer

Date

INSTRUCTIONS: Email completed form to employment@tamucc.edu or bring in person to NRC Suite 2425.

FAX



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RESOURCES**
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UIN Request

| | | |
|----------------|-----------------|---------------------------------------|
| To: | Human Resources | Department Sending Fax: |
| HR Fax: | 5874 | Department Contact Person: |
| Date: | 2630 | Department Phone: |

Comments:

CONFIDENTIALITY NOTICE: The information contained in this facsimile transmission is confidential. It may also be subject of the attorney-client privilege, work product or proprietary information. This information is intended for the exclusive use of the addressee named above. If you are not the intended recipient, you are hereby notified that any use, disclosure, dissemination, distribution (other than to the addressee named above), copying or taking of any action because of this information is strictly prohibited. If you have received this information in error, please immediately notify us by telephone (361-825-2630) to arrange for the return of the documents.