



Department of Human Resources
PO BOX 1675 Galveston, Texas 77553
Building 3027 Suite 123
409-740-4532

Criminal Background Check Instructions
NOTICE TO PROSPECTIVE EMPLOYEE, CURRENT EMPLOYEE OR VOLUNTEER

You are being given this notice because any prospective employee, current employee (in specific instances) or volunteer is required to have a background check.

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

Human Resources will receive a form completed by the appropriate department. Using this information, they will enter your name and email address in the background vendor website. That entry will trigger an email to you for background check purposes. (If you do not currently have an email address, one can be created at Google by following these instructions:

http://www.ehow.com/how_4603644_free-google-email-account.html).

You will receive an email from Texas A&M University at Galveston Human Resources containing instructions. Please check your junk or spam folder if you do not see this email in your inbox. Included will be a link and ID specific to you. Using the link provided, you will be logging into a secure server where you will enter the information required to perform the background check.

You will also be giving your consent to conduct this background check and will receive copies of all the documents you complete. You must complete ALL requirements before the background check can be conducted. **The link you are being sent will expire within a short time frame so it is critical you respond immediately upon receipt.**

If you have any questions about the process, please contact Human Resources at 409-740-4532. You will be provided with additional contact information once you have accessed the provided link.

Failure to consent and complete the required information will make you ineligible for employment or volunteer purposes.

Thank you in advance for your prompt attention to the requirements of this process!

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