

THE UNIVERSITY OF TEXAS HEALTH CENTER AT TYLER
NON-EMPLOYEE BACKGROUND QUESTIONNAIRE

This information is needed for UTHCT to conduct a criminal history check to determine whether access to UTHCT property should be approved. All questions must be answered in full.

NOTE TO APPLICANT: With few exceptions, you are entitled upon request: (1) to be informed about the information the Agency collects about you; and (2) under sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under section 559.004 of the Government Code, you are also entitled to request, in accordance with the Agency's procedures, that incorrect information that the Agency has collected about you be corrected.

1. Name: _____ 2. Social Security No.: _____
Last First Middle
(As it appears on your Social Security Card)
3. Mailing Address: _____
Street City State Zip
4. Date of Birth: _____ 5. Place of Birth: _____
(MM/DD/YYYY) City State
6. Driver's License No.: _____ State: _____ 7. Phone No.: _____
8. Other names used (maiden, alias, nicknames): _____
9. Sex: Male Female 10. E-mail Address: _____
11. Ethnic Origin: White Black Hispanic Asian/Pac Islander Am Indian/Alaskan Other

IMPORTANT

Read the definition of conviction in Question 14. When answering questions 12 through 14, **do not include**: 1) any violation of law committed before your 17th birthday, if the final decision was made in juvenile court or under a youth offender law; 2) any conviction whose record was expunged under Federal or State law; 3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

12. Do you have any criminal charges currently pending? Yes No
 If yes, please explain: _____
13. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes No
 If yes, please explain: _____
14. Have you ever been convicted of a crime (misdemeanor or felony)? Yes No If yes, list each one below.
 Attach an additional page if necessary. **Include those that may not appear on your record at this time.**
Important: For purposes of employment with UTHCT (also applies to Contract employees), convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court ordered restitution. See Falsification Policy on Page 2 of this Questionnaire.

Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

DOCUMENT REQUIREMENTS: You are required to provide with this questionnaire a **disposition** for each criminal charge you reported in Question 12, 13, and 14 above. A disposition is a statement of the charge, date and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

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Falsification Policy

It is important that Contract and UTHCT employee applicants provide accurate information in this Questionnaire. **Failure to list any criminal conviction or other important information, is considered falsification of the Questionnaire and will result in disqualification for employment.**

What convictions must be listed? All convictions handled in adult court must be listed, no matter when or where they occurred. In Texas, if you are 17 years old or older, the case is always handled in adult court. If you are under 17, it still may be handled in adult court. As an exception, you are not required to list convictions for minor traffic violations. Examples of minor traffic violations are speeding, running stop signs and no seat belts. Examples of crimes which are not minor traffic violations and must be listed are DWI, DUI, Hit and Run, Assault with a Motor Vehicle, Reckless Driving, Open Container and Driving While License is Suspended. Convictions which have been **expunged** under state or federal law do not have to be listed. Expunged means that a judge signed an order directing that all agencies with a record of the arrest and conviction destroy those records (this is not the same as a deferred adjudication, explained below).

What is a conviction? For UTHCT purposes, a conviction is a judgement or a verdict, a plea of guilty or nolo contendere, and/or a judicial finding or guilt substantiated by the evidence, which results in the payment of fines, forfeiture of collateral or bond, restitution, **deferred adjudication**, probation, community supervision, confinement, suspended sentence, or any other penalty imposed by a court of law or agreed upon by the accused. This includes instances where a pardon or a reprieve has been granted for any reason other than proof of innocence. **If you have a case that was handled by deferred adjudication, it must be listed in your application, regardless of whether you think it is still on record.** On the other hand, a pre-trial diversion agreement is not considered as a conviction for the purpose of employment with UTHCT and does not need to be included on your application.

Military Convictions. Convictions by court martial for criminal offenses must also be listed.

Failure to Appear. If you were convicted of a routine traffic violation or other offense and did not pay the ticket on time or failed to appear to court, you may have been charged with and convicted of Failure to Appear. Failure to Appear is a separate crime and must be listed.

Questions. If you have any questions concerning what must be listed in this Questionnaire, please contact UTHCT Police department at 903-877-7454.

Certification

I certify that I have read and understand the above explanation of the UTHCT Policy on Falsification. I further certify that my answers on this Questionnaire are true, complete and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating UTHCT employment.

Signature _____

Date _____