Background/Credit Check Information

If the TTUHSC has performed any of the below verification or history checks on an individual within the past six (6) months, a new verification or history check of that specific category may not be required. The results of the previously performed verification and/or history check may be considered in any pending employment decision. However, there are some exceptions:

- If an applicant has been separated from TTUHSC longer than 30 days, the applicant must have a new background check and credit check (if required) performed to ensure the applicant meets all of the hiring requirements.
- An employee who transfers with no break in service from TTU or Angelo State University to TTUHSC may be subject to a background and/or credit review.
- A background check must be completed for a current TTUHSC employee who is under consideration for a promotion, transfer or position reclassification (H# changes) if one has not been completed in the past 6 months.
- A current employee who is transferring from a different HSC campus must have a background and credit check (if required) performed if one has not been completed within in the past six (6) months.

** The 6 month rule is determined from the date the request was completed through HireRight, not the employee’s start date. **

OP 70.20, 1, C-F
http://www.ttuhsc.edu/hr/sforms/background.aspx Submit background check

Basics of the Background/Credit Submission Form

- Position Number= The H#
- Requisition Number-Can be found on the job posting
- Does this position handle a procurement card (p-card), and/or money (cash, copay, etc…)?
  - This is the credit check. Make sure to select yes if they will be handling any of the above.
- Does this position need a professional license (LVN, RN)?
  - If the position does require some kind of license (not Driver’s License), select yes.
- Does this position work with minors (under the age of 18) in campus and or/programs affiliated with the TTUHSC?
  - If the person will be working with minors (under age 18) select yes. An automatic email will be sent to a designee in Lubbock. He will call to confirm your selection and additional training may be required.

Revised 10/11/2013