

Section 3	Human Resources Policies	07/11/00 -Originated
Subject 3.3	Employment	12/21/07 -Reviewed w/ changes
Policy 3.2.5	Verification of Selective Service Registration	-Reviewed w/o changes Human Resources -Author

Verification of Selective Service Registration

Policy

It is the responsibility of all UTMB employees with hiring authority to assure compliance with Section 651.005 of the Texas Government Code. Selective service registration verification is required before an offer of employment is extended to a potential applicant (i.e., US resident males).

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or veteran status.

Procedure

Responsibility	Action
Hiring Department	<ol style="list-style-type: none"> 1. Selects the final candidate. 2. Prior to the offer being extended, sends the Consent for Criminal Background Check form, containing all required information, to Human Resources.
Human Resources	<ol style="list-style-type: none"> 3. Processes the selective service check (to be completed within 24 hours). 4. If the candidate is registered with the Selective Service System, the department is notified they may extend an offer of employment. 5. If the candidate is not registered with the Selective Service System, the department is notified they may not extend an offer of employment until such time as the candidate is registered and documentation has been provided to Human Resources.

Reference

In compliance with applicable federal and state laws and regulations, UTMB strives to maintain an environment which does not discriminate against employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, or veteran status.

Texas Government Code Chapter 651.005

UTMB HANDBOOK OF OPERATING PROCEDURES

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