

CUERO INDEPENDENT SCHOOL DISTRICT

2016-2017 Volunteer Criminal History Record Information Addendum

Confidential

The Cuero Independent School District is authorized by state law to obtain criminal history record information on applicants being considered for employment (Texas Education Code Section §22.083). The information requested below is necessary to obtain criminal history record information.

Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a misdemeanor or felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?

YES NO

(A criminal record is not an automatic bar to employment. The district will consider the nature, date and relationship between offense and the position for which you are applying. False information supplied on an application is, however, cause for disqualification/dismissal.)

Name				
	Last	First	Full Middle Name	Maiden
	Social Security Number	Driver's License No.	Type of Driving License (A, B, C, etc.)	Hair Color
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height	Ethnicity:	Eye Color
			<input type="checkbox"/> African American	
			<input type="checkbox"/> White	
			<input type="checkbox"/> Hispanic	
			<input type="checkbox"/> Other: _____	
Date of Birth	Birthplace	Weight		

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used *solely* for the purpose of obtaining criminal history record information.

I consent to the Cuero ISD doing a criminal history check. yes no Date: _____
(This serves as your signature.)

FOR OFFICE USE ONLY

Criminal Record Check

Date Returned: _____

Cleared: _____

Initials: _____

Email address: _____

Address: _____

City/State: _____

Phone where you can be reached: _____

I would like to volunteer at the following campuses:

High School Junior High Intermediate Hunt JC French

This form will be removed from the application and filed separately in the personnel office.

THE REVERSE SIDE MUST BE COMPLETED

Application is not complete unless both sides are complete and signature is provided.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a Computerized Criminal
(Applicant or EMPLOYEE NAME (Please print))

History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is complete and the agency receives the data from DPS, the information on my fingerprint criminal history record my be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits.)

Signature of Applicant or Employee

Date

Audrey K Stanfill, Superintendent's Secretary
Kelle L. Stanfill, Central Office Clerk
Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO <u>X</u> _____	_____ initial
Purpose of CCH: _____	
Hire _____ Not Hired _____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	

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