

2018/2019

Volunteer Application/Criminal History Record Information Request Form

The Terrell Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

To ensure that TISD obtains criminal history record information that pertains to you and not to another person with the same or a similar name, please provide the information requested below. Any demographic information that you provide, such as sex, ethnicity, and age, will **NOT** be used to determine eligibility for employment or continued employment, but will be used solely for the purpose of obtaining criminal history record information. Please complete all of the requested information.

You must resubmit your application packet each school year on or after August 1.

(Please print or type)

PERSONAL DATA

Last First Middle

Maiden or other names used

Street City Zip

Email (required)

Social Security Number Date of Birth (REQUIRED)

Sex: Male Female Ethnicity: Am. Indian Asian Black Hispanic White/Other

Driver's License # _____ Issuing State _____

Home Phone _____ Work Phone _____

PERSON(S) TO CONTACT IN CASE OF AN EMERGENCY:

Name	Address	Phone
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Name	Address	Phone
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YOUR CHILD(S) NAME: (if applicable)

Name: _____ Grade: ____ Campus: _____

Name: _____ Grade: ____ Campus: _____

Name: _____ Grade: ____ Campus: _____

Name: _____ Grade: ____ Campus: _____

Please indicate the campus/campuses where you would like to serve:

- | | |
|---|---|
| <input type="checkbox"/> WHB (Pre-K) | <input type="checkbox"/> FMS (6 th -8 th) |
| <input type="checkbox"/> GWE (K-5th) | <input type="checkbox"/> THS (9 th -12 th) |
| <input type="checkbox"/> JWL (K-5th) | <input type="checkbox"/> TAEC/Phoenix |
| <input type="checkbox"/> WES (K-5th) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> ExCEL Volunteer | <input type="checkbox"/> ExCEL Referee |
| <input type="checkbox"/> ExCEL Coach | <input type="checkbox"/> ExCEL Summer Academy |
| <input type="checkbox"/> ExCEL Fitness Center | <input type="checkbox"/> ExCEL Other _____ |

Please indicate the days and hours you can serve:

- | | | | |
|------------------------------------|----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> All Day |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> All Day |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> All Day |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> All Day |
| <input type="checkbox"/> Friday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> All Day |
| <input type="checkbox"/> Everyday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> All Day |

NOTES OR OTHER SPECIAL SKILLS:

The following are my responses to questions about my criminal record history (if any) with descriptions to any questions with a yes answer:

- 1. Have you ever been convicted of or pleaded guilty to any federal, state, or municipal criminal offense? (Excluding minor traffic violations) yes no**

If yes, please provide an explanation below:

- 2. Have you ever received deferred adjudication or similar disposition for any federal, state, or municipal criminal offense? yes no**

If yes, please provide an explanation below:

- 3. Have you ever received probation or community supervision for any federal, state, or municipal criminal offense? yes no**

If yes, please provide an explanation below:

- 4. Have you ever been convicted of any criminal offense in a country other than the United States? yes no**

If yes, please provide an explanation below:

- 5. As of the date of this authorization, do you have any pending criminal charges against you? yes no**

If yes, please provide an explanation below:

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES RESIDENCE FOR THE PAST 7 YEARS. YOU MUST BE SPECIFIC ABOUT DATES OF RESIDENCE.

City/Town	County	State	Dates

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTORIZATION IS TRUE, CORRECT, AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF VOLUNTEERING WILL EXIST AND BE USED AT THE DISCRETION OF THE EMPLOYER.

Signature

Today's Date

Printed Name

VOLUNTEER AGREEMENT

I certify that I have watched the online volunteer training video and that the answers given by me to all questions on this application and any attachment are to the best of my knowledge and belief, true and correct. I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of fact in this application may result in refusal or separation of my volunteer activity, upon discovery thereof. In consideration of my volunteer services, I agree to conform to the policies and rules of the Terrell Independent School District. I have read the TISD Volunteer Requirements in the handbook, and agree to uphold these principles in my volunteer services.

VOLUNTEER SIGNATURE

DATE

OATH OF CONFIDENTIALITY

I swear to hold all information not available to the general public pertaining to the students and staff of Terrell ISD strictly confidential. By this oath, I pledge to only discuss confidential information about students and staff with TISD personnel, who, on a "need to know" basis, must be informed.

VOLUNTEER SIGNATURE

DATE

**DPS Computerized Criminal History (CCH) Verification
(AGENCY COPY)**

I, _____, acknowledge that a Computerized Criminal History (CCH) 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. (This is not a consent form.) Authority for this agency to access an individual’s criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed, the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/Review%20of%20Personal%20Criminal%20History) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

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

Signature of Applicant or Employee

Date

Terrell ISD
Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES ____ NO ____	____ initial
Purpose of CCH: _____	
Empl ____ Vol/Contractor ____	____ initial
Date Printed _____	____ initial
Destroyed Date: _____	____ initial
Retain in your files	

I understand that the information I am providing about age, gender, and ethnicity will not be used to determine eligibility for employment or approval as a volunteer, but will be used solely for the purpose of obtaining/validating criminal history record information and authorize Terrell ISD to conduct a criminal history check.

I have been notified that a Computerized Criminal 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 method. Therefore, the Terrell ISD may suggest that I have a fingerprint search performed to clear any misidentification based on the result of 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 Terrell ISD, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this is completed and the Terrell ISD receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.