

# Sanger Independent School District

## Personnel Information / Criminal History Release Form

This form will be removed from the application and filed separately in the Personnel Office. Please complete ALL blanks.

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_

Drivers License # \_\_\_\_\_ Drivers License State \_\_\_\_\_

Email: \_\_\_\_\_

Sex :  Male  Female

Ethnicity :  American Indian  Asian  Black, Non Hispanic

Hispanic  White, Non Hispanic  Other

Application for: (please check one)  Certified Teacher  Auxillary  Substitute

Student Teacher  Volunteer  Other

### Please Read and Sign Below

I hereby give Sanger Independent School District written permission by and through this release for to obtain from any Law Enforcement or Criminal Justice Agency all criminal history record information that relates to me. (As per Texas Education Code\* 22.083)

It is understood that the information shall be treated confidentially and used only to evaluate my application to work in the Sanger Independent School District. As an applicant herein, I shall hold SISD and all others agencies harmless from the use of said information and waive any right I may have to the secured information.

I understand that the original of this release approval will be maintained with the Districts files.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

For District Use only

Date Received in Personnel Office: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Date Results received and verified by: \_\_\_\_\_

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

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.

APPLICANT or EMPLOYEE NAME (Please print)

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 agency may request 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 agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

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

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

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

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