



# PONDER INDEPENDENT SCHOOL DISTRICT

400 W. Bailey ★ Ponder, TX 76259 ★ (940) 479-8200 ★ [www.ponderisd.net](http://www.ponderisd.net) ★ Fax: (940) 479-8209

Student Teacher / Observer:

The information set forth below will be used by the district solely for the purpose of obtaining criminal history records.

**Print Full Name:**

\_\_\_\_\_

Last First Middle

Date of Birth: \_\_\_\_\_ (Month / Day / Year)

Gender:  Male  Female

Check the box with the statement that applies directly to student teacher/observer:

- I have been fingerprinted for the purpose of working in an educational institution.
- I have NOT been fingerprinted for the purpose of working in an educational institution
- Not sure

**I understand this form authorizes Ponder ISD to perform a background check.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Candidate must submit signed DPS Computerized Criminal History (CCH) Verification.
- Candidate must submit a copy of their social security card (with signature)
- Candidate must submit a copy of their driver's license.

**Return completed form to Administration Building – HR or [humanresources@ponderisd.net](mailto:humanresources@ponderisd.net)**



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## DPS Computerized Criminal History (CCH) Verification

### (AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

**APPLICANT or EMPLOYEE NAME (Please print)**

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) 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 record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.dps.texas.gov/Crime Records Information/Review of Personal Criminal History](http://www.dps.texas.gov/Crime_Records_Information/Review_of_Personal_Criminal_History) 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 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

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

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

**Date:** \_\_\_\_\_

Agency Name: **Ponder ISD**

Cleota Epps or Jolene Engel  
Agency Representative Name

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

Date: \_\_\_\_\_

Check and Initial each Applicable Space			
CCH Report Printed:			
YES	___	NO	___
			_____ initial
Purpose of CCH:			
Empl	___	Vol/Contractor	___
			_____ initial
Date Printed: <u>N/A</u>			
			_____ initial
Destroyed Date: <u>N/A</u>			
			_____ initial
<b>Retain in your files</b>			

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