The University of Texas RioGrandeValley™
Office of Field Experiences

Donna ISD Criminal Background Check Packet

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Greeting,

Our records show you have selected Donna Independent School District (ISD) as your district of choice. Donna ISD requires that you complete a criminal background check (CBC). To complete your CBC with Donna ISD, please complete the five (5) requirements below and submit them via-email to jessikagonzalez@donnaisd.net.

The following items will be required to complete your background check.

1. Criminal History Record Information (attached)
2. Emergency Contact Information (attached)
3. District letter (attached)
4. Submit a copy Texas Driver's License or Texas I.D.

Failure to complete this process by the deadline could result in delayed placement.

If you have any additional questions regarding the CBC, please contact Ms. Jessika Gonzalez at 956-464-1606.

Should you have any questions, please feel free to contact our office at 956-665-5910 or 882-4139.

We look forward to your participation.

Thank you

Office of Field Experiences

Edinburg Campus
Education Complex 2.202
(956) 665-5910

Brownsville Campus
BMAIN 2.200M
(956) 882-4139

Support: ofe@utrgv.edu

CRIMINAL HISTORY RECORD INFORMATION

Confidential*

The Donna 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.

Your application cannot be activated until this completed form is returned with our application to the Human Resources Office.

This information will be used for the purpose of determining eligibility for employment in the Donna Independent School District.

PLEASE PRINT

NAME (As it appears on official records – NO NICKNAMES!)

Name: _____
       Last   First   Middle

Assignment: ☐ Administrator   ☐ Teacher   ☐ Paraprofessional   ☐ Auxiliary
            ☐ Substitute   ☐ Student   ☐ Other (Specify): _____

Social Security Number: _____   Date of Birth: _____

Driver's License Number: _____   State issued: _____

Mailing Address: _____

City / State / Zip: _____

Sex: ☐ Male   ☐ Female   Ethnicity: ☐ Black   ☐ White / Other

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 further understand my employment is contingent upon satisfactory clearance of investigation of record for felony convictions.

_____   _____
Signature   Date

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

*DONNA ISD does not discriminate against any applicant on the basis of
Race, color, national origin, sex, handicap, age or religion.*

Revised: 12/20/07

Donna Independent School District
Emergency Contact Information

(Please Print)

Full Name: _____

Phone Number: _____

E-mail address: _____

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EMERGENCY CONTACT:

Name: _____

Physical Address: _____

City, State, Zip: _____

Relationship: _____

Phone Number: _____