

## La Joya ISD Criminal Background Check Packet

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The University of Texas  
Rio Grande Valley  
.....  
Office of Field Experiences

Greeting,

Our records show you have selected La Joya Independent School District (ISD) as your district choice. La Joya (ISD) Schools that you complete a criminal background check (CBC). The CBC will be conducted by La Joya ISD, please submit the listed four (4) items below to Gloria Rodriguez at [g.rodriquez@lajoyaisd.net](mailto:g.rodriquez@lajoyaisd.net)

1. Student Clinical Teacher Packet
2. HR District letter (attached)
3. Copy Texas Driver's License or Texas I.D.
4. Copy of the TB skin test (no more than 1 year old)

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

If you have any additional questions regarding the CBC, please contact La Joya ISD at 956-323-2600. Should you have any questions, please feel free to contact us at 956-665-5910 or 956-882-4139.

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](mailto:ofe@utrgv.edu)





La Joya Independent School District  
Office of Human Resources  
Student/Clinical Teachers

2022-2023

Office (956) 323-2600  
Fax (956) 323-2611

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Student/Clinical Teacher      University: \_\_\_\_\_

Documents Needed:

TB Skin Test     Driver's License     Release Form     University/Alternative Program Document

\*\*\*\*\*

**Office Use Only**

**Internal Affairs Division Investigators:**

Approve       Disapprove

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Investigator Signature*

**Human Resources Executive Director:**

Approve       Disapprove

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
*Gloria Rodriguez, Executive Director for Human Resources*

**Human Resources Director / Coordinator:**

Approve       Disapprove

Campus Assigned: \_\_\_\_\_

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

Rosa Gonzalez       Claudia Davila       Arcelia Alvarez



**La Joya**  
Independent School District  
Superintendent's Office  
200 W. Expressway 83, La Joya, Texas 78560  
Tel (956) 323-2002

**Board of Trustees**  
Oscar "Coach" Salinas, President  
Armin Garza, Vice-President  
Dr. Alda T. Benavides, Secretary  
Dr. Nereyda Cantu, Member  
Alejandro "Alex" Cantu, Member  
Mary T. Hernandez, Member  
Esperanza "Espie" Ochoa, Member

## RELEASE FORM

I hereby consent to the La Joya Independent School District to make inquiries into my former employment. This permission form may be attached to request information and I hereby authorize the party receiving this form to give full and complete information of any and all records, transcripts, data sheets, service records, letters of recommendations, police records, criminal history records, etc., as may be requested by the La Joya Independent School District. I further acknowledge that the information requested will not become a part of my personnel file if I am employed by the District. I agree that the requested will not be disclosed to me but will be treated as confidential by the District, and I waive all rights to see this information.

This information requested below in necessary to obtain criminal history record information as permitted by Texas Education Code Section §22.083. I understand that the age, sex, and ethnic information is required by the Texas Department of Public Safety, and will be used solely for the purpose of obtaining criminal history record information.

Please print or type the following information

Full Name: _____	Employee ID #: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
Ethnicity: _____	Driver's License#: _____ State: _____
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: _____ Place of Birth: _____
Previous addresses for the past 10 years:	
Address: _____	
Address: _____	
Address: _____	

I acknowledge and understand that if I am employed by La Joya ISD before a criminal background inquiry has been completed on me, my employment is conditioned on the results or the inquiry, and that the school district may terminate my employment for any arrest or conviction of a felony or misdemeanor involving moral turpitude (including, but not limited to theft, murder, sexual assault, fraud, and indecency with a minor) which I may have intentionally or negligently failed to disclose to the school district in my application for employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Dr. Gisela Saenz, Superintendent of Schools*  
Educational Excellence-The Right of Every Student

# 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 information 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 (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

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 have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 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 <input type="checkbox"/>	NO <input type="checkbox"/> _____ initial
Purpose of CCH: _____	
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

**Pre-Employment Affidavit for Applicant Offered Employment**

For purposes of this affidavit:

**Adjudication and conviction** refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

**Charge** refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

**Inappropriate relationship** refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

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**Affidavit of Applicant Offered Employment**

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit.

I declare under penalty of perjury that the foregoing is true and correct.

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

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

\_\_\_\_\_  
Address (Street, City, State, Zip Code)

\_\_\_\_\_  
County

Executed in Hidalgo County, State of Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
County Date Month Year

\_\_\_\_\_  
(Signature of Declarant)

# La Joya ISD Employee Parking Permit Form

(Please print and fill in form legibly)

Employee Name \_\_\_\_\_ ID# \_\_\_\_\_

Campus/Department: \_\_\_\_\_

YEAR	MAKE	MODEL	BODY STYLE
COLOR	VEH. LIC. #	STATE	DRIVER'S LIC # & STATE

## Parking Permit Regulations

1. All automobiles parked on the school grounds must be registered with the school and must display the current decal on the front.
2. Parking is limited to the faculty parking lot mark accordingly.

### For Office Use Only

## FOR OFFICE USE ONLY

Employee Parking Permit # \_\_\_\_\_

Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_