

## Los Fresnos CISD Criminal Background Check Packet

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#### Greetings,

Our records show you have selected Los Fresnos Consolidated Independent School District (LFCISD) as your district of choice. Los Fresno CISD requires that you complete a Criminal Background Check (CBC). To complete your CBC with Los Fresnos CISD, please complete the requirements listed below and submit them Via-email to Ms. Marlen Anaya at manaya@lfcisd.net:

- 1. The University Students, Program visitors & Contract Services
- 2. Submit a copy of your TXDL or ID;
- 3. Fingerprints required. Once you submit your paperwork to LFCISD, you will be provided with a "fast pass" code with instructions on submitting your fingerprints;
- 4. Read the LFCISD Dress Code
- 5. Once the confirmation of fingerprints received, you will be contacted by Human Resources to take a picture for an ID.

Please note: TB test is not required. please contact Ms. Marlen Anaya, HR Director at (956) 254-5002 for any questions or issues regarding the background check...

The failure to submit the background check or Fingerprints may result in a delay in your placement.

Should you have any other questions, please feel free to contact our office at 956-882-4139 or 956-665-5910. We look forward to your participation.

Thank you,

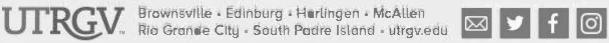
Office of Field Experiences

**Brownsville Campus BMAIN 2.200M** (956)882-4139

**Edinburg Campus Education Complex 2.202** (956) 665-5910

Support: ofe@utrgv.edu













# LOS FRESNOS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT OFFICE OF HUMAN RESOURCES

P. O. Box 309 • 600 N. Mesquite, Los Fresnos Texas 78566 • (956) 254-5000 FAX (956) 233-3599 www.lfcisd.net

### **APPLICATION PACKET**

University Students, Program Visitors and Contract Services

## 1. Application Form

Thank you for your interest in our school district. Your application becomes active/eligible when all documentation has been received and Criminal History Check has been cleared. Your application will be kept active for one school year. Only those applicants cleared through the Office of Human Resources Department will be permitted to fulfill their assignment in Los Fresnos CISD campuses.

You may have your application deactivated by writing a brief letter to the Office of Human Resources.

### 2. Completion

In order for your application packet to be complete, the following items have to be submitted along with your application:

- Criminal History Check (conducted by Human Resources)
- Letter from the University/Program (If conducting student observation/student teaching)
- National Criminal History Record Information Fingerprinting (if direct contact with students)

Please notify the Office of Human Resources in writing of any changes of name, address, and telephone number after submission of an application has been made with Los Fresnos CISD. Questions can be directed to Leticia Ibarra at 254-5000 and/or to HR Staff between the hours of 8 am - 5 pm Monday - Thursday; 8 am - 4 pm on Fridays.

## LOS FRESNOS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT OFFICE OF HUMAN RESOURCES

#### CRIMINAL HISTORY CHECK AUTHORIZATION AND INFORMATION FORM

Conviction of a crime is not an automatic bar to consideration for employment or continued employment, except where employment is prohibited by Texas law or Los Fresnos CISD policy for certain convictions. For other offenses, factors such as the date of the offense, the period between the offense and the present, the nature and seriousness of the offense, and rehabilitation will be considered by the Los Fresnos Consolidated Independent School District.

#### CRIMINAL HISTORY INFORMATION

Applicants for employment and employees of the Los Fresnos Consolidated Independent School District are requested to complete this Criminal History Check Authorization and Information form in compliance with Chapter 22, Subchapter C of the Texas Education Code (or as subsequently revised). The following information will be used solely for the purpose of assisting Los Fresnos CISD in conducting a Criminal History Check (local, state and national). Failure to provide all of the information requested will result in rejection of an applicant or discipline, up to and including termination, of an employee.

Name

| Last Social Security Number Driver's License  |  | Fi   | First Date of birth  |  | Middle   |  |
|---|--|--|--|--|--|--|
|   |  | Date   |  |  |  |  |
|   |  | Tel  | ephone   |  |  |  |
| Mailin  | g Address_   | State and Number   |  |  |  |  |
|   |  | Street   | City   |  | State  | Zip  |
| Sex:  | ☐ Male   | ☐ Female   | Ethnicity:   | ☐ Black  | ☐ White/Other  |  |
| List al   | ll aliases or  | former names, includir   | ng maiden names, and l   | list dates of us   | se:  |  |
| probalaw (n   | tion, given<br>nisdemeano<br>le details be   | a suspended sentence,<br>or or felony), regardles<br>clow)   | given deferred adjudic<br>s of any subsequent co<br>No   | cation, or for<br>ourt dismissal   | feited bail in connect, sealing or expunge   | convicted, fined, placed on ction with any violation of ement? (If answering YES, tate), and disposition. Use  |
|   |  | if necessary.  |  | <b>-</b>   | ,  |  |
| deferr<br>murde<br>If yes,  | ed adjudica<br>er, swindling<br>provide co   | ation for a felony or a<br>g, and indecency with a   | nny offense involving in minor)?  Yes  | moral turpitu<br>No  | de (including but n  | probation, suspension, or not limited to, theft, rape, tate), and disposition. Use   |
|   |  |  | ACKNOWLEDGMEN  | NT/AUTHORIZ  | ZATION   |  |
| and con<br>applicate<br>Criminatransfer<br>Check.<br>used to<br>order to<br>CISD.<br>position | ntain no omi. tion, or termir al History Cl r, or perform I authorize to o obtain a C to complete I understand | ssions. I understand that nation if employed. I und heck after making a contained evaluation. Los Frest the use of the information of the Criminal History Check. If that if Criminal History Check that if Criminal History Check | false, incorrect, misleading erstand that the Los Fresh nditional employment off mos CISD is required to surprovided herein for this it also understand that deck. I agree to provide additional the control of the cont | g or incomplete<br>nos Consolidate<br>er and at cei<br>bmit certain idei<br>investigation. I<br>additional informat<br>n or other action | information on this for d Independent School of the times during entifying information in of understand that the instance, including fingion (including fingerprise) which would make me | s are true, correct and complete rm will result in rejection of my District (LFCISD) will request a apployment, such as promotion, order to obtain a Criminal History aformation provided will only be gerprints, may be required in ints) if requested by Los Fresnos unsuitable for employment in the t and will not be transferred to |
| Applic  | cant's/Empl  | loyee's Signature  |  |  | Dat  | te   |

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

| I,   | , acknowledge that a Com  | nputerized Criminal   |  |  |  |  |
|--|---|-----------------------|--|--|--|--|
| APPLICANT or EMPLOYEE NAME (Please print)  |   |                       |  |  |  |  |
| History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website          |   |                       |  |  |  |  |
| and will be based on <u>name and DOB</u> 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 information (CHI  | RI), therefore the organization cond  | ucting the criminal   |  |  |  |  |
| history check is not allowed to discuss with me any  | CHRI obtained using the <u>name and</u>   | DOB method. The       |  |  |  |  |
| agency may request that I also have a fingerprint se   | earch performed to clear any misider  | ntification based on  |  |  |  |  |
| the result of the <u>name and DOB.</u>   |   |                       |  |  |  |  |
| In order to complete the process I must make   | In order to complete the process I must make an appointment with the Fingerprint Applicant Services     |                       |  |  |  |  |
| of Texas (FAST) as instructed online at www.t  | xdps.state.tx.us / Crime Records/R  | eview 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 l  | isted below, and pay a fee of \$25.00 t   | to the fingerprinting |  |  |  |  |
| services company.  |   |                       |  |  |  |  |
| Once this process is completed, the information  | ation on my fingerprint criminal his  | tory record may be    |  |  |  |  |
| discussed with me.   |   |                       |  |  |  |  |
| (This copy must remain on file by your   | agency. Required for future D   | PS Audits)            |  |  |  |  |
| ` <b>,</b>   |   | ,                     |  |  |  |  |
|  | <b>N</b> 1  |                       |  |  |  |  |
| Signature of Applicant or Employee (optional)  | Please:<br>Check and Initial each Appli   | icable Space          |  |  |  |  |
|  | CCH Report Printed:   |                       |  |  |  |  |
| Date   | •   |                       |  |  |  |  |
| Los Fresnos CISD   | YES NO  | Initial               |  |  |  |  |
| Agency Name (Please print)   | Purpose of CCH:   |                       |  |  |  |  |
| Marlen A. Anaya, HR Director   | Empl Vol/Contrator  | Initial               |  |  |  |  |
| Agency Representative Name (Please print)  | Date Printed:   | Initial               |  |  |  |  |
|  | ·   |                       |  |  |  |  |
| Signature of Agency Representative   | Destroyed Date:   | Initial               |  |  |  |  |

Rev. 09/2015

Retain in your files

Date

| The following are permissible:                                   |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| The following are permissible.                                   |  |  |  |  |  |  |
| ATTIRE AND GROOMING FOR MEN                                      | ATTIRE AND GROOMING FOR WOMEN  |  |  |  |  |  |
| ☑ Dress slacks, dress shirts, sport shirts, and                  | ☑ Slacks of a non-denim material;  |  |  |  |  |  |
| guayaveras;  |  |  |  |  |  |  |
| ☑ Dress western slacks of a non-denim material                   | ☑ Jumpers, tops, and decorated T-shirts;   |  |  |  |  |  |
| ☑ Casual shoes, western boots, canvas shoes (without shoelaces); | ☑ Dressy shorts (knee length);   |  |  |  |  |  |
| ☑ Neatly-trimmed mustaches/beards and sideburns –                | ☑ Dressy blouses and shirts;   |  |  |  |  |  |
| length not to exceed ½ inch;                                     |  |  |  |  |  |  |
| ☑ The hair on top of the head shall be neatly groomed;           | ☑ Dress shoes, casual shoes, canvas shoes (without laces),   |  |  |  |  |  |
| when combed and shall not fall over the mid-ear or               | Dressy high heel sandals.  |  |  |  |  |  |
| eyebrows and shall not extend below the bottom of                |  |  |  |  |  |  |
| the collar of a buttoned dress shirt                             |  |  |  |  |  |  |
| The following attire and grooming shall be prohibited:           |  |  |  |  |  |  |
| ATTIRE AND GROOMING FOR MEN                                      | ATTIRE AND GROOMING FOR WOMEN  |  |  |  |  |  |
| <ul> <li>Any shirts that have advertisements on them;</li> </ul> | <ul> <li>Any shirts that have advertisements on them;</li> </ul>                                       |  |  |  |  |  |
| • Plain, collarless under T-shirts of any color;                 | Warm-ups and leisure suits;  |  |  |  |  |  |
| Muscle shirts;   | • Denim or denim look-alike material dresses, skirts,  |  |  |  |  |  |
|  | pants, trousers or jeans of any color.   |  |  |  |  |  |
| Warm-ups or leisure sweat suits;                                 | Lace or stretch leggings.  |  |  |  |  |  |
| See-through apparel.   | See-through apparel.   |  |  |  |  |  |
| Denim jeans of any color;  | • Tennis shoes, athletic shoes, rubber-soled flip flops; clogs ("crocs") shoes.                        |  |  |  |  |  |
| Tennis shoes or athletic shoes                                   | Sundresses with spaghetti straps and the like;   |  |  |  |  |  |
| • Long beards, Fu Manchu, or handlebar mustaches;                | Distracting hairstyles; Unnatural hair color;  |  |  |  |  |  |
| Facial or eye makeup and nail polish;                            | <ul> <li>Dresses/skirts with slits on side, rear, or front extending<br/>2" above the knee;</li> </ul> |  |  |  |  |  |
| Distracting hairstyles, i.e., shaved designs, rat tails,         | • Sleeveless/off-the shoulder shirts, dresses, or blouses  |  |  |  |  |  |
| etc. Unnatural hair color.                                       | without covering;  |  |  |  |  |  |
| Tattoos (body art) that are visible;                             | Tattoos (body art) that are visible;   |  |  |  |  |  |
| Body piercing or any bandage covering body piercing.             | Body piercing or any bandage covering body piercing.   |  |  |  |  |  |
| Hair in ponytail, bun, or highlights.                            | • More than 2 piercings on the ear; gauges are prohibited.   |  |  |  |  |  |
| Frayed jeans, leather or faux leather pants                      | Tight-fitted/revealing apparel;  |  |  |  |  |  |
| Sandals or clogs ("crocs") shoes                                 | Frayed jeans, leather or faux leather  |  |  |  |  |  |
|  | pants/skirts/dresses   |  |  |  |  |  |
| Caps or hats when working indoors.                               | Caps or hats when working indoors.   |  |  |  |  |  |

One day of the week shall be set aside as spirit day. Denim jeans, tennis shoes or athletic shoes shall be worn only if accompanied by a los Fresnos CISD spirit shirt on the spirit day, which is usually the last working day of the week. **Denim clothing shall be clean and neat, with no holes, no extreme fading or worn look. Appropriate undergarments are to be worn at all times.** Good personal hygiene is expected of all employees.