

Los Fresnos CISD Criminal Background Check Packet

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

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



Brownsville • Edinburg • Harlingen • McAllen
Rio Grande City • South Padre Island • 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.

Thank you for your interest in the Los Fresnos Consolidated Independent School District.

"The Los Fresnos Consolidated Independent School District is an Equal Opportunity Employer, M/W/D/V."

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

I, _____, acknowledge that a Computerized 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 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 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.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.txdps.state.tx.us / *Crime Records/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 of \$25.00 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 your agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

Los Fresnos CISD

Agency Name (Please print)

Marlen A. Anaya, HR Director

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space		
CCH Report Printed:		
YES ____	NO ____	____ Initial
Purpose of CCH: _____		
Empl ____	Vol/Contrator ____	____ Initial
Date Printed: _____		____ Initial
Destroyed Date: _____		____ Initial
Retain in your files		

Rev. 09/2015

The following are permissible:

ATTIRE AND GROOMING FOR MEN	ATTIRE AND GROOMING FOR WOMEN
<input checked="" type="checkbox"/> Dress slacks, dress shirts, sport shirts, and guayaveras;	<input checked="" type="checkbox"/> Slacks of a non-denim material;
<input checked="" type="checkbox"/> Dress western slacks of a non-denim material	<input checked="" type="checkbox"/> Jumpers, tops, and decorated T-shirts;
<input checked="" type="checkbox"/> Casual shoes, western boots, canvas shoes (without shoelaces);	<input checked="" type="checkbox"/> Dressy shorts (knee length);
<input checked="" type="checkbox"/> Neatly-trimmed mustaches/beards and sideburns – length not to exceed ½ inch;	<input checked="" type="checkbox"/> Dressy blouses and shirts;
<input checked="" type="checkbox"/> The hair on top of the head shall be neatly groomed; when combed and shall not fall over the mid-ear or eyebrows and shall not extend below the bottom of the collar of a buttoned dress shirt	<input checked="" type="checkbox"/> Dress shoes, casual shoes, canvas shoes (without laces), Dressy high heel sandals.

The following attire and grooming **shall be prohibited:**

ATTIRE AND GROOMING FOR MEN	ATTIRE AND GROOMING FOR WOMEN
<ul style="list-style-type: none"> Any shirts that have advertisements on them; Plain, collarless under T-shirts of any color; 	<ul style="list-style-type: none"> Any shirts that have advertisements on them; Warm-ups and leisure suits;
<ul style="list-style-type: none"> Muscle shirts; 	<ul style="list-style-type: none"> Denim or denim look-alike material dresses, skirts, pants, trousers or jeans of any color.
<ul style="list-style-type: none"> Warm-ups or leisure sweat suits; 	<ul style="list-style-type: none"> Lace or stretch leggings.
<ul style="list-style-type: none"> See-through apparel. 	<ul style="list-style-type: none"> See-through apparel.
<ul style="list-style-type: none"> Denim jeans of any color; 	<ul style="list-style-type: none"> Tennis shoes, athletic shoes, rubber-soled flip flops; clogs (“croc”) shoes.
<ul style="list-style-type: none"> Tennis shoes or athletic shoes 	<ul style="list-style-type: none"> Sundresses with spaghetti straps and the like;
<ul style="list-style-type: none"> Long beards, Fu Manchu, or handlebar mustaches; 	<ul style="list-style-type: none"> Distracting hairstyles; Unnatural hair color;
<ul style="list-style-type: none"> Facial or eye makeup and nail polish; 	<ul style="list-style-type: none"> Dresses/skirts with slits on side, rear, or front extending 2” above the knee;
<ul style="list-style-type: none"> Distracting hairstyles, i.e., shaved designs, rat tails, etc. Unnatural hair color. 	<ul style="list-style-type: none"> Sleeveless/off-the shoulder shirts, dresses, or blouses without covering;
<ul style="list-style-type: none"> Tattoos (body art) that are visible; 	<ul style="list-style-type: none"> Tattoos (body art) that are visible;
<ul style="list-style-type: none"> Body piercing or any bandage covering body piercing. 	<ul style="list-style-type: none"> Body piercing or any bandage covering body piercing.
<ul style="list-style-type: none"> Hair in ponytail, bun, or highlights. 	<ul style="list-style-type: none"> More than 2 piercings on the ear; gauges are prohibited.
<ul style="list-style-type: none"> Frayed jeans, leather or faux leather pants 	<ul style="list-style-type: none"> Tight-fitted/revealing apparel;
<ul style="list-style-type: none"> Sandals or clogs (“croc”) shoes 	<ul style="list-style-type: none"> Frayed jeans, leather or faux leather pants/skirts/dresses
<ul style="list-style-type: none"> Caps or hats when working indoors. 	<ul style="list-style-type: none"> 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.