

Donna ISD Criminal Background Check Packet

Table of Contents

Instructions 1

Criminal History Record Information 2

Emergency Contact Information 3

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

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 christy.cardenas@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.
5. Fingerprints will be required. A "fast pass" code for processing will be provided once the background packed received.

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. Christy Cardenas, HR Specialist, 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



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Rio Grande City • South Padre Island • utrgv.edu





Donna Independent School District

"THE DISTRICT"

Human Resources



REQUIREMENTS FOR OBSERVATION HOURS:

- Letter from the organization requesting the hours.
- Valid driver's license, Texas ID, or student campus ID
- Once all your information has been reviewed and you have been cleared, we will call you to pick up your clearance letter for observations. This process will take approximately one or two weeks.

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: _____

Emergency Contact:

Name: _____

Physical Address: _____

City, State, Zip: _____

Phone Number: _____

Work Number: _____

Relationship: _____