

## 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 of choice. La Joya ISD requires that you complete a criminal background check (CBC). To complete your CBC with La Joya ISD, please complete the five (5) requirements below and submit them via-email to [n.pena5@lajoyaisd.net](mailto:n.pena5@lajoyaisd.net).

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

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

**NOTE: Fingerprints NOT required!**

**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. Nora Pena, HR Certification Specialist, at 956-323-2603.

Should you have any additional 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](mailto:ofe@utrgv.edu)



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La Joya Independent School District  
Office of Human Capital & Talent Development  
Observation Hours

2024-2025

Office (956) 323-2600

Fax (956) 323-2611

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

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

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

☐ Student Teacher    ☐ Substitute Teacher    ☐ College Observation Hours

Campus Level:

☐ Elementary    ☐ Middle School    ☐ High School    ☐ All Level

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

Documents Needed:

☐ Driver's License    ☐ Release Form    ☐ University/Alternative Program Document

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**Office Use Only**

**Internal Affairs Division Investigators:**

☐ Approve    ☐ Disapprove

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

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

*Investigator Signature*

**Human Capital & Talent Development:**

☐ Approve    ☐ Disapprove

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

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

**Human Capital Coordinator**

☐ Approve    ☐ Disapprove

☐ Robin Garcia

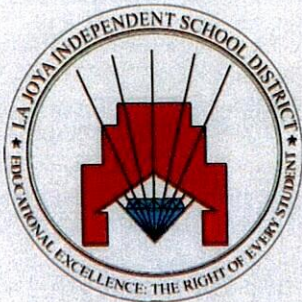
☐

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

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

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





**La Joya**  
**Independent School District**  
**Office of Human Resources**  
200 W. Expressway 83  
La Joya, Texas 78560  
Tel. (956) 323-2600

**La Joya ISD School Board**  
*Julian Alvarez III, President*  
*Anita Chavez, Vice-President*  
*Alyssa Peña, Secretary*  
*Celso Gomez Jr., Member*  
*Dr. Rosalva Hernandez, Member*  
*Dr. Carlos Margo, Member*  
*Jessica 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 is 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: ☐ Male ☐ 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. Marcey Sorensen, 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.

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

**Please:  
Check and Initial each Applicable Space**

CCH Report Printed:

YES ☐ NO ☐ \_\_\_\_\_ initial

Purpose of CCH: \_\_\_\_\_

Hire ☐ Not Hired ☐ \_\_\_\_\_ initial

Date Printed: \_\_\_\_\_ initial

Destroyed Date: \_\_\_\_\_ initial

**Retain in your files**



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:

**Details:**

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Please provide all residential addresses since the age of 18 or High School graduation. Please include any addresses while attending college. PLEASE BE SPECIFIC ABOUT DATES OF RESIDENCE.

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

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_

Dates at this address: From: \_\_\_\_\_

To: \_\_\_\_\_