

South Texas ISD Criminal Background Packet

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

Greeting,

Our records show you have selected South Texas Independent School District (ISD) as your district of choice. South Texas Donna ISD requires that you complete a criminal background check (CBC). To complete your CBC with South Texas ISD, please complete the items listed below and submit them via-email to juanita.sicairos@stisd.net.

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

1. Contract-Volunteer Criminal Background Authorization;
2. DPS Criminal History Verification
3. District letter (attached)
4. Submit a copy Texas Driver's License or Texas I.D.

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

If you have any questions regarding the CBC, please contact Ms. Janie Sicairos, HR Coordinator at 956-514-4263/464-1606.

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



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





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**South
Texas ISD**

RIO GRANDE VALLEY | GRADES 6-12

100 MED HIGH DR., MERCEDES, TX 78570

P: 956.565.2454

STISD.NET

Contractor/Volunteer Background Authorization Form

☐

Contractor

☐

Volunteer

☐

Other _____

Campus/ Department: _____

Position/Title: _____

An Equal Opportunity/Affirmative Action Employer

South Texas ISD does not discriminate on any basis prohibited by applicable law including race, color, religion, sex, national origin, disability, age, citizenship status, or veteran's status in recruitment, employment, promotion, compensation, benefits or training. The information on this form is the property of South Texas ISD.

Provide legal name as it appears on Social Security Card.

Last Name	First Name	Middle Initial	Date of Birth
<hr/>			
Address: Number and Street	City	State	Zip Code
<hr/>			
ID/Driver's License Number	Expiration Date	Issuing State	SSN
<hr/>			
Contact Phone Number	Email Address		

Former names used: _____

South Texas ISD may obtain background information, including criminal history record. I understand this information will be used only for evaluation of contractor/volunteer services with South Texas ISD.

I hereby authorize the Texas Department of Public Safety or any other entity authorized to access state or federal agency records to furnish South Texas ISD or its agent, my background records. I do hereby release all agents, servants, and employees of South Texas ISD, the person in charge of any law enforcement agency or department and all members of such law enforcement agency or department from all liability resulting from the release of this information. *With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*

The following are my responses to questions about my criminal history, if any. (Exclude minor traffic offenses punishable only by fine.)

Are you related to an employee of South Texas or a member of the Board of Trustees? Yes ☐ No ☐

MARCO ANTONIO LARA, JR., ED.D.
Superintendent

EFRAIN GARZA
Deputy Superintendent

MARLA R. KNAUB
Assistant Superintendent for Finance & Operations

LISSA FRAUSTO, MBA, SPHR
Assistant Superintendent for Human Resources

Revised 09/08/2022



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If yes, include name(s), title(s), department(s), relationship _____

Except for minor traffic violations such as parking or speeding, have you ever been convicted, fined, placed on probation, given a suspended sentence, given deferred adjudication, or forfeited bail in connection with any violation of law (misdemeanor or felony), regardless of any subsequent court dismissal, sealing or expungement?	Yes	No
Have you ever been convicted of, plead guilty or 'no contest' (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including but not limited to, theft, rape, murder, swindling, and indecency with a minor)?	Yes	No

If you answered yes to any of these questions, please provide details below (Conviction of a crime is not an disqualify you, however, South Texas ISD will consider the nature and date of the offense). Attach extra pages if needed.

State

County

Date of
Offense(MM/DD/YY)

Details: _____

State

County

Date of
Offense(MM/DD/YY)

Details: _____

I hereby certify that all information provided by me on this form is true, complete and correct.
I understand that any false statements made herein may void my application for contract/volunteer services with South Texas ISD.

Contractor/Volunteer Signature

Date

Please send Criminal Background Check forms and copy of driver's license or ID to Human Resources for processing.

MARCO ANTONIO LARA, JR., ED.D.
Superintendent

EFRAIN GARZA
Deputy Superintendent

MARLA R. KNAUB
Assistant Superintendent for Finance & Operations

LISSA FRAUSTO, MBA, SPHR
Assistant Superintendent for Human Resources

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DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may 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 record 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 search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.dps.texas.gov/Crime Records Information/Review of Personal Criminal History](http://www.dps.texas.gov/Crime%20Records%20Information/Review%20of%20Personal%20Criminal%20History) 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 this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

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: _____	
Empl ____	Vol/Contractor ____ ____ initial
Date Printed: _____	____ initial
Destroyed Date: _____	____ initial
Retain in your files	