





**Professional Data**

Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.

Papers/articles published \_\_\_\_\_

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Seminars/workshops conducted \_\_\_\_\_

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Other related professional activities \_\_\_\_\_

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**General Information**

Do you have a relative you is a member of the Charlotte ISD Board of Education?

Yes  No If yes, please give the name of relative and relationship: \_\_\_\_\_

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Have you ever been convicted of or plead guilty or no contest (nolo contendere) to a felony or offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please state where, when, and the nature of the offense: indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication: \_\_\_\_\_

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(Conviction of a felony is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.)

**References**

Please list below references who may be contacted regarding your work history. Please include all managers/supervisors at the last two employing organizations who evaluated or supervised your performance.

Full Name Of Reference	School District/ Firm Name	Mailing Address	Position/Title	Area Code/ Phone No.



**Confidential**

The Charlotte Independent School District is authorized by state law to obtain criminal history record information on applicants being considered for employment (Texas Education Code §22.083). The information requested below is necessary to obtain criminal history record information.

*Please Print.*

Name \_\_\_\_\_  
Last First Middle

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

I, \_\_\_\_\_, have been notified that a Computerized Criminal History (CCH)  
APPLICATN OR EMPLOYEE NAME  
verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers 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 conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprint 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 make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 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
<b>Retain in your files</b>	