

## Dallas County Community College District Criminal Background Check

**PLEASE PRINT:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ SSN or Employee ID \_\_\_\_\_ Date of Birth \_\_\_\_\_ DCCCD Location \_\_\_\_\_ Date \_\_\_\_\_  
 Current Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Current Employee

Division: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Location HR: \_\_\_\_\_

### Authorized Volunteer

Division: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Location HR: \_\_\_\_\_

### Applicant for Employment

Position #: \_\_\_\_\_  
 Location HR: \_\_\_\_\_

*Under the authority of the Texas Education Code and the Fair Credit Reporting Act, the DCCCD shall require a criminal history check of its employees, applicants for employment, authorized volunteers and employees of independent contractors that do business with the DCCCD if the employment or relationship will require the individual to be classified as having regular contact with minor children, handling currency, access to debit/credit card information, or if the employees position has access to security sensitive information.*

*The DCCCD will not employ a person or contract with an independent contractor who has been convicted of any felony or misdemeanor involving any type of sexual offense of a minor or theft, burglary, or robbery as defined in the Texas Penal Code, as amended, unless the misdemeanor is minor in nature and the individual has a background that is otherwise clear of criminal convictions. A conviction includes deferred adjudication.*

*I do hereby consent to the DCCCD use of any information provided in performing the Criminal Background Check(s). Under the provisions of the Fair Credit Reporting Act, I am being informed that upon request, I will be provided the name, address, and telephone number of the reporting agency as well as the nature, substance and source of all information.*

**I understand the above statement and consent to a criminal background check. This information will be confidential and filed under separate cover at the DCCCD District Human Resources Office.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check all that apply:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>CONTACT WITH MINORS -</b>      | <input type="checkbox"/> Initial Request (proceed to Page 2) | <input type="checkbox"/> Renewal (continue below) |
| <input type="checkbox"/> <b>CURRENCY HANDLING -</b>        | <input type="checkbox"/> Initial Request (proceed to Page 2) | <input type="checkbox"/> Renewal (continue below) |
| <input type="checkbox"/> <b>DEBIT/CREDIT INFORMATION -</b> | <input type="checkbox"/> Initial Request (proceed to Page 2) | <input type="checkbox"/> Renewal (continue below) |
| <input type="checkbox"/> <b>SECURITY SENSITIVE -</b>       | <input type="checkbox"/> Initial Request (proceed to Page 2) | <input type="checkbox"/> Renewal (continue below) |

### RENEWAL ONLY: You must answer all questions.

- 1) Did your most recent DCCCD Criminal Background Check occur longer than 5 (five) years ago? \_\_\_ Yes \_\_\_ No
- 2) Did your most recent DCCCD Criminal Background Check occur longer then 1 (one) year ago? \_\_\_ Yes \_\_\_ No
- 3) Have you moved to a different county or state since your most recent Criminal Background Check? \_\_\_ Yes \_\_\_ No
- 4) Have you been arrested, convicted, received deferred adjudication, probation, community supervision or plead guilty before any federal, state, or municipal court since your most recent Criminal Background Check? \_\_\_ Yes \_\_\_ No
- 5) Have you had any circumstance since your most recent Criminal Background Check which would affect a criminal background check? \_\_\_ Yes \_\_\_ No

• **If you answered "Yes" to any of the above, proceed to page 2.**

I certify that all information provided in this authorization is true, correct, and complete to the best of my knowledge. I understand that if any information proves to be incomplete or incorrect, I may be subject to disciplinary action, including termination of employment or revocation of an employment offer by the DCCCD.

Signature \_\_\_\_\_ Date \_\_\_\_\_

DISTRICT HR USE ONLY - Date(s):

Investigation performed: \_\_\_\_\_ Results/ Notification : \_\_\_\_\_ By: \_\_\_\_\_  
 (check if: \_\_\_ Not in System | \_\_\_ FI | \_\_\_ MI | \_\_\_ DS)

DHR approval \_\_\_\_\_

**Dallas County Community College District  
Criminal Background Check  
PAGE 2**

**PLEASE PRINT:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ SSN or Employee ID \_\_\_\_\_ Date of Birth \_\_\_\_\_ DCCCD Location \_\_\_\_\_ Date \_\_\_\_\_  
 Current Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**CONTACT WITH MINORS – Answer all questions in the section.**

- 1) Have you ever been convicted or plead guilty before a court of any federal, state, or municipal court for a criminal offense involving any type of sexual contact with a child or abuse of a child? Yes \_\_\_ No \_\_\_
- 2) Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense involving any type of sexual contact with a child or abuse of a child? Yes \_\_\_ No \_\_\_
- 3) Have you ever received probation or community supervision for any federal, state or municipal offense involving any type of sexual contact with a child or abuse of a child? Yes \_\_\_ No \_\_\_
- 4) Have you ever been convicted of any of sexual contact with a child or abuse of a child country outside of the U.S.? Yes \_\_\_ No \_\_\_

**-CURRENCY HANDLING**    **- DEBIT/CREDIT INFORMATION**    **-SECURITY SENSITIVE**  
**Answer all questions in the section.**

- 1) Have you ever been convicted or plead guilty before a court of any federal, state, or municipal court for a criminal offense involving any type of theft, burglary, or robbery as defined in the Texas Penal Code, as amended? Yes \_\_\_ No \_\_\_
- 2) Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense involving any type of theft, burglary, or robbery as defined in the Texas Penal Code, as amended? Yes \_\_\_ No \_\_\_
- 3) Have you ever received probation or community supervision for any federal, state or municipal offense involving any type of theft, burglary, or robbery as defined in the Texas Penal Code, as amended? Yes \_\_\_ No \_\_\_
- 4) Have you ever been convicted of any type of theft, burglary, or robbery as defined in the Texas Penal Code, as amended outside of the U.S.? Yes \_\_\_ No \_\_\_

**OTHER CONVICTION(S):**

Have you ever been convicted for a violation of any Law other than minor traffic violations? Yes \_\_\_ No \_\_\_  
 If yes, give year, location, and nature of violation and disposition (A conviction will be considered only if relevant to a particular position).

**PLACES OF RESIDENCE: You must be specific with details in this section.**

List all **counties** and states of residence since age 18 or high school graduation, beginning with the present.  
 Attach additional sheet(s) if necessary.

MONTH/YEAR	to	MONTH/YEAR	COUNTY	STATE
		Present		

My signature below hereby certifies that all information provided in this authorization is true, correct and complete to the best of my knowledge. I understand that if any information proves to be incomplete or incorrect, the Dallas County Community College District may use this as grounds for the cancellation of employment offers and the information may be used at the discretion of the District.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ By: \_\_\_\_\_  
Signature