

# Criminal History Record Information Request Form

**TERRELL INDEPENDENT SCHOOL DISTRICT**  
700 North Catherine St.  
Terrell, Texas 75160

*An Equal Opportunity Employer*

The Terrell 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.

To ensure that TISD obtains criminal history record information that pertains to you and not to another person with the same or a similar name, please provide the information requested below. Any demographic information that you provide, such as sex, ethnicity, and age, will **NOT** be used to determine eligibility for employment or continued employment, but will be used solely for the purpose of obtaining criminal history record information. Please complete all of the requested information.

**(Please print or type)**

Full name \_\_\_\_\_  
Last First Middle Initial

Maiden or other names used \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

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

Sex:  Male  Female Ethnicity:  Am. Indian  Black  Oriental  Hispanic  White/Other

Drivers License Number \_\_\_\_\_ Issuing State \_\_\_\_\_

**The following are my responses to questions about my criminal record history (if any) with descriptions to any questions with a yes answer:**

1. **Have you ever been convicted of or pleaded guilty to any federal, state, or municipal criminal offense? (Excluding minor traffic violations) .....**  yes  no

If yes, please provide an explanation below:

\_\_\_\_\_  
\_\_\_\_\_

2. **Have you ever received deferred adjudication or similar disposition for any federal, state, or municipal criminal offense?.....**  yes  no

If yes, please provide an explanation below:

\_\_\_\_\_  
\_\_\_\_\_

3. **Have you ever received probation or community supervision for any federal, state, or municipal criminal offense?.....**  yes  no

If yes, please provide an explanation below:

\_\_\_\_\_  
\_\_\_\_\_

4. **Have you ever been convicted of any criminal offense in a country other than the United States?** ..... \_\_\_ yes \_\_\_ no

If yes, please provide an explanation below:

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5. **As of the date of this authorization, do you have any pending criminal charges against you?** ..... \_\_\_ yes \_\_\_ no

If yes, please provide an explanation below:

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**THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE FOR THE PAST 7 YEARS. YOU MUST BE SPECIFIC ABOUT DATES OF RESIDENCE.**

CITY/TOWN	COUNTY	STATE	DATES FROM	TO

**I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTORIZATION IS TRUE, CORRECT AND COMPLETE, I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT WILL EXIST AND BE USED AT THE DISCRETION OF THE EMPLOYER.**

Signed \_\_\_\_\_

Today's Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Position \_\_\_\_\_

Other names you have used or are also known as: \_\_\_\_\_

Confidential – This form will be removed from the application and filed separately in the Human Resources Office.