



Contracted Services Information

As an individual working a game or event, you are considered a school contractor and because you have direct contact with our GISD students, Senate Bill 9 requires that you complete a state and national criminal history background check. To start the process, we ask that you complete the online volunteer background check located on our website at www.georgetownisd.org. Click on **Careers** then **Job Opportunities**. Next, you will click on **Contracted Services**, then **Apply for Selected Position**.

Once the **Contracted Services** background check is completed, Human Resources will receive a list of individuals that are requesting to work an event or game for the purpose of being paid. An initial search will be made through the department of Public Safety (DPS) and the Texas Education Agency clearing house, if no results are found then you will be required to contact the Department of Public Safety to set up a contractor account. Any fee for setting up an account and fingerprinting will be your responsibility. The instructions to set up your account and obtain the fingerprinting pass are on the form "Instructions for School District Contractors/Subcontractors" letter.

The instructions ask for a company name but in most cases as an individual, you will provide them with your name, address, phone number and an email address. Once you submit your request via email they will send you back a packet to complete and the instructions to schedule your fingerprinting appointment. Once you have completed the fingerprinting appointment, Human Resources will be notified and will then schedule an appointment so that you may complete the required forms.

***** According to Policy DF (LOCAL) and Policy FFH (LOCAL) a romantic or inappropriate social relationship between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.**

Should you have any questions about this process, please feel free to contact Melissa Knebel at 512-943-5000 ext. 6016. Thank you for your service to our students and staff members here at GISD.