

Please provide a complete listing of all jobs or positions you have held in the past 10 years.
List the most recent first. Attach additional sheets if necessary.

Employment and Location	Position/Title	Dates Employed	Reason for Leaving

List specific skill and/or any machines or equipment you can operate:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Do you have a relative who is a member of the Santa Maria ISD Board of Trustees?

Yes _____ No _____

If yes, please give the name of the relative and the relationship:

Name _____

Relationship _____

Have you ever been convicted of a felony or offense involving moral turpitude? (Including, but not limited to, theft, rape, murder, swindling or indecency with a minor) Yes _____ No _____

If yes, please state where, when and the nature of the offense:

(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.)

**Please list below three (3) references who may be contacted regarding your work history.
Work colleagues or supervisors only, do not include friends or family.**

Full Name of References	School District Firm Name	Mailing Address	Position/Title	Area Code/ Phone Number

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations or commissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed on the previous page to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing same to you.

I understand that the District is authorized by Texas Education Code §22.083 (b) to obtain criminal history record information on applicants selected for employment.

This application becomes the property of the District. The District reserves the right to accept or reject it. This application will be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this period may inquire as to whether or not applications are being accepted at this time.

Signature of Applicant

Date

It is the policy of Santa Maria I.S.D. not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The District Title IX Coordinator is Elizabeth A. Stenhouse * HR@SMISD.NET * 956-565-6308 ext. 1006

THIS FORM IS **NOT** TO BE USED AS A CONSENT/AUTHORIZATION FORM.

Agency to retain this CCH Verification Form for DPS auditing purposes.

DPS Computerized Criminal History (CCH) Verification Form

Section 1: Applicant must acknowledge the information in Section 1. Signature & date required.

Applicant Name (Print):


I acknowledge that a Computerized Criminal 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. Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411, Subchapter F <https://statutes.capitol.texas.gov/>.

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 [Crime Records General Information | Department of Public Safety \(texas.gov\)](#) Review of Personal Criminal History 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. Acknowledge by signing below.

Applicant Signature:	Date:
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Section 2: Agency use only. Must be completed by authorized personnel conducting search.

Agency Name:	Santa Maria Independent School District
Authorized User:	Elizabeth A. Stenhouse, Human Resource Specialist
Signature of Authorized User:	
Date of Name-Based CCH Search:	

Section 3: Agency use only. CHRI Name Based Tracking information. Check all that apply.

Purpose for CHRI Search.	<input type="checkbox"/> Applicant <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor <input type="checkbox"/> Other:
Is any part of the Criminal History Record Information (CHRI) stored by agency?	Reminder: DPS does not recommend storing any part of CHRI. <input type="checkbox"/> NO, CHRI is not stored by agency. <input type="checkbox"/> YES, CHRI is stored by agency.
CHRI Retention Period	<input type="checkbox"/> Temporarily Only <input type="checkbox"/> Annual <input type="checkbox"/> None Stored/Saved <input type="checkbox"/> Other:
CHRI Storage Method	<input type="checkbox"/> Physical/Printed (paper copy) <input type="checkbox"/> Digital/Electronic (saved anywhere on device/computer)
CHRI Retention Purpose	Explain:
Date CHRI Destroyed	
Destruction Method	Explain:

[CHRI + Audit Resources Link](#)

Form provided by DPS Crime Records Division Audit & Training Unit for agency use.
Revised 8/02/2024

