



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

SAN BENITO CISD Volunteer Checklist

Prospective volunteers shall fill out an application packet provided by the district. Below is the checklist to ensure that your packet is complete. Turn in your application packet to your child's campus.

_____ Volunteer Application completed and signed by the Principal/Administrator and Applicant.

_____ Criminal History Record Information Authorization must be complete
questions must be answered YES or NO. Background check will be
processed by the Human Resources Department. Background checks
from local law enforcement agencies are NOT acceptable.

_____ Computerized Criminal History Verification form must be signed and
dated.

_____ Copy of identification such as a driver's license, passport, or Texas
ID is required.

Please Note:

1. Volunteer application must be filled out yearly after August 1st.
2. Application processing will be approximately 7 to 10 business days from the date received at the Human Resources Department.
3. San Benito C.I.S.D. Employees are required to submit a current application and a copy of the current school year San Benito C.I.S.D. picture ID for annual renewal.



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Volunteer Application

Name: _____

Date of Birth: _____

Permanent Address: _____

Home Phone# _____ Work Phone # _____ Cell Phone # _____

Other name which may appear on Official Records: _____

Campus/Organization/Location for which you are volunteering: _____

Event(s): _____

Date (s) _____ Time: _____

Are you a San Benito C.I.S. D. employee? Yes _____ No _____

Are you a San Benito C.I. S. D. student? Yes _____ No _____

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. ANY FALSIFICATION OF THESE RECORDS WILL BE SUFFICIENT CAUSE FOR DISQUALIFICATION. Furthermore, it is understood that this application becomes property of San Benito C.I.S.D., which reserves the right to accept or reject it. References and personal information which becomes a part of this record are to be regarded as confidential and shall not be revealed to me.

Applicant Signature Date

Parent Signature Date
(Required if applicant is a San Benito C. I.S.D. student)

Campus/Location _____

Signature of Principal/Administrator _____

FOR DEPARTMENT USE ONLY:

Volunteer Application:

Criminal History Records:

___Approved ___Not Approved

___Approved ___ Not Approved



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CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION

The Texas Education Code Chapter 22 requires the San Benito Independent School District, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and volunteers. The information requested below is necessary to obtain criminal history.

I authorize the San Benito Independent School District to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency and use said information for the purpose of evaluating my application for employment or volunteering.

In order to obtain a criminal background check, you must be 18 years or older.

PERSONAL INFORMATION:

Legal Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Sex: Male _____ Female _____ Driver's License Number/State: _____ Date of Birth: _____

Moral turpitude is an act of baseness, vileness, or depravity in the private or social duties outside the accepted standard of decency and that shocks the conscience of an ordinary person, including, but not limited to theft, murder, rape, swindling and indecency with a minor.

 Yes No Have you ever been convicted of, pled guilty or no contest (nolo contendere) to, received probation, suspension, or deferred adjudication for a felony or any offense or any involvement moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with am minor) ?

 Yes No Have you ever been charged with, been convicted of, received deferred adjudication (probation), pled guilty or nolo contendere for an offense of capital murder, murder, voluntary manslaughter, involuntary manslaughter, indecency with a child, injury to a child or elderly or disabled individual, kidnapping, deadly weapon was used or exhibited or for any felony related to the manufacture, delivery or possession of marijuana, or dangerous drug? "Conviction" shall include probation or deferred adjudication (probation), a finding of guilt or acceptance by the court of a plea of guilty, or nolo contendere, review of each application according to the criteria set forth in the district's DC (LOCAL) policy.

 Yes No Have you ever been involuntarily terminated, asked to resign, or resigned due to employee misconduct from any previous employer? If yes, please give the name of your prior employer, date and reason(s) for such action.

Applicant's Signature: _____ Date: _____

Parent Signature: _____ (Required if applicant is a San Benito CISD Student)

22.083 Access to Police Records of Employment Applicant

(a) A school district is entitled to obtain criminal history record information that relates to an applicant for employment or a volunteer with the district if, at the time of the request for the information, the districts submits to the custodian of the information a signed statement from the employment applicant authorizing the district to obtain the information.

(b) A school district may obtain information under this section from any law enforcement agency, including a police department of Public Safety, or from the Texas Department of Corrections. A school district may use information obtained under this section only for the purposes of evaluating applicants for employment

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: San Benito CISD

Authorized User:

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

[CHRI + Audit Resources Link](#)