

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT

**Criminal History Record Information
For New Employees and Substitute Teachers**

CONFIDENTIAL*

The Hardin-Jefferson 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.

Please print:

Name _____
Last First Middle

Email Address (Required) _____

Last 4 Digits of Social Security Number _____ Date of birth _____

Telephone Number: Home or Cell _____

Driver's License _____
State and Number

Mailing Address _____
Street City State Zip

SEX: Male Female

ETHNICITY: African American White Hispanic Other _____

I understand the information I am providing will be used solely for the purpose of obtaining criminal history record information. All reviews, if needed, will be processed by the Hardin-Jefferson Independent School District. This form will be kept confidential in the Superintendents office.

Signature

Date

*This form will be removed from the application and filed separately in the HR office.

AUTHORIZATION FOR RELEASE/CLOSURE OF PERSONAL INFORMATION

Name	Employee Number	
Date of Hire	Date of Termination	
<p>The Texas Public Information Act allows employees, officials, and former employees and officials to elect whether to keep their personal information confidential. Unless you choose to keep it confidential, the following information may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.</p> <p>This form should be completed and signed by the employee no later than the 14th day after the date the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service. An employee may submit a written request after these time periods, but the request will not apply to a records request made before the option was exercised.</p>		
Allow Public Access		
All personal information listed below	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Home Address	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Personal E-mail Address	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Home Phone Number	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Personal Cell Phone Number	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Social Security Number	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Emergency Contact Information	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Information that reveals whether you have family members	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Employee Signature	Date	