

Instructions for Background Checks

For Volunteers, Student Teachers, and Classroom Observers:

1. The Employee requesting a background check for a candidate will give the Background Check Authorization Form (see pages 2 and 3) to the candidate for completion.
2. Candidate will complete, sign, and return the Background Check Authorization Form (see pages 2 and 3) to the requesting employee.
3. The requesting employee will forward the Background Check Authorization Form to the HR office for processing.
4. The HR office will complete a background check on the candidate and inform the requesting employee whether or not the candidate is cleared.

For New Hires, Substitutes, and 21st Century Grant After-School Workers who are not Waller I.S.D. employees – Fingerprint process is required:

1. The Employee requesting a background check for a candidate will give the Background Check Authorization Form (see pages 2 and 3) to the candidate for completion.
2. Candidate will complete, sign, and return the Background Check Authorization Form (see pages 2 and 3) to the requesting employee.
3. The requesting employee will forward the Background Check Authorization Form to the HR office for processing.
4. The HR office will input the candidate's information into the State's criminal history clearinghouse (Clearinghouse) to see if the candidate has fingerprints on file in the State's Clearinghouse database. If the candidate has fingerprint information in the database and is cleared, the HR office will inform the requesting employee that the candidate is cleared.
5. If the candidate's information is not in the Clearinghouse system, the HR office will request a FastPass for the candidate.
6. Once the FastPass is received by HR, the HR office will forward the FastPass to the candidate. The FastPass contains information for the candidate on how to obtain their fingerprints, to include directions on how to set up an appointment and fingerprint locations to choose from.
7. The candidate will go online to make a fingerprint appointment with the fingerprint organization per the FastPass directions, complete the fingerprinting, and receive a receipt from the fingerprinting organization. The cost of fingerprinting is currently \$50.20 and will be paid by the candidate.
8. The candidate will bring the receipt from the fingerprinting organization to the HR office.
9. Once the HR office receives the fingerprint receipt from the candidate, HR will inform the requesting employee and appropriate campus(es) that the fingerprinting process is completed and the candidate may start work.

The following are my responses to questions about my criminal history (if any).

1. YES NO Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (exclude minor traffic misdemeanors).
If yes, please provide details below.

State: _____ County: _____ Date of Offense: _____ / _____ / _____

Details of conviction: _____

2. YES NO Have you ever-received deferred adjudication or similar disposition for any federal, state or municipal offense?
If yes, please provide details below.

State: _____ County: _____ Date of Offense: _____

Details of offense: _____

3. YES NO Have you ever-received probation or community supervision for any federal, state or municipal offense? If yes, please provide details below.

State: _____ County: _____ Date of Offense: _____

Details of supervision: _____

4. YES NO Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below.

Country: _____ City: _____ Date of Offense: _____

Details of conviction: _____

5. YES NO As of the date of this consent form, do you have any pending charges against you?
If yes, please provide details below.

State: _____ County: _____ Date of Arrest _____

Details of pending charges: _____

LIST ALL COUNTIES AND STATES OF RESIDENCE (since 10 years ago):

CITY/TOWN	COUNTY	STATE

In connection with my application for employment, my continued employment, or in connection with my desire to engage in volunteer activities, I have been advised and I hereby consent and authorize the Employer and its agent, at any time during or subsequent to my application process, to conduct an investigative consumer report that may include, but are not limited to, a criminal record check, employment and education verifications, personal references; personal interviews; my personal credit history; and driving record. I hereby affirm that all information provided in this form is true and accurate to the best of my knowledge, and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment. I do hereby consent to Employer's use of any information provided on this form or during the application process in performing the investigative consumer report. Employer has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. I agree to release, indemnify and hold harmless Employer and any reporting agency Employer uses with regard to any information reported by the reporting agency. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from a consumer reporting agency. If so, I will be notified and given the name, address, and phone number of the agency which provided the information. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of Employer. I acknowledge that facsimile, copy or email shall be as valid as the original.