



ROUND ROCK CHRISTIAN ACADEMY
CRIMINAL BACKGROUND CHECK SIGNATURE PAGE

Disclosure: The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information Round Rock Christian Academy (RRCA) collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have RRCA correct information about you that is held by us and is incorrect. However, state law prohibits RRCA from providing criminal history record information to you that was obtained from the Department of Public Safety (DPS). You may obtain a copy of your criminal history record information directly from the DPS in accordance with DPS procedures. Disclosure of Social Security numbers (SSN) is requested from you in order for RRCA to complete a background check. Failure to provide your SSN may result in dismissal or ineligibility to be hired.

Authorization: I hereby authorize RRCA or its agent to obtain my criminal, driving, and other related reports to include education, license, and certification in connection with my employment or potential employment (including contract for services) with RRCA. I consent to providing my fingerprints if required in connection with the criminal background check. I hereby release RRCA and its agents and employees, and the law enforcement agency, from all liability resulting from the furnishing of this information to RRCA.

I have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure website and will be based on the name and DOB information I supply. Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, RRCA is not allowed to discuss any information obtained using this method. RRCA will have the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

Certification: I certify that the statements made by me on the Criminal Background Check Authorization form are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any false statements or omission of information made herein will void my application and be grounds for refusal to hire or, if hired, termination. I certify that I will report in writing any charges or convictions, excluding misdemeanor offenses punishable by fine, occurring after the completion of this form and understand that failure to do so shall void my application and be grounds for refusal to hire, or, if hired, termination. Any offer of employment is contingent on the completion of a satisfactory criminal background investigation.

Signature of applicant/employee

Date

Printed name of applicant/employee

This section to be completed by RRCA Administration.

CCH Report Printed: Yes ___ No ___ Initial ___ Recommendation: Suitable ___ Not Suitable ___
Hiring information: Hired ___ Not Hired ___ Hire Date ___ Initial ___
Document Retention: Date printed ___ Date destroyed ___ Initial ___

This copy must remain on file at RRCA as required for future DPS Audits.



ROUND ROCK CHRISTIAN ACADEMY
CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM

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Signature of applicant/employee

Date

First Name Middle Name Last Name Suffix Maiden/former name (if applicable)

Present street address (no PO Box) City State Zip code Years at this address

Previous street address (no PO Box) City State Zip code Years at this address

From age 17 on, list any states/countries you have lived in outside of Texas and the dates that you lived there:

Table with 4 columns: Date: From (MM/YY) To (MM/YY), City, State, Country

Male Female Current Phone Driver's License # / State Social Security Number DOB (MM/DD/YYYY)

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Signature of applicant/employee

Date

Email Address

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