



DIRECTIONS FOR THE REQUIRED MENTOR FORMS

The mentor forms are *required* in order for you to participate in the Mentorship program; we must run a DPS criminal background check and clear all mentors intending to work with our Westlake students. A background check must be run *regardless* of whether you have completed a recent check elsewhere. Forms can be returned to the student, scanned and sent to Mrs. Baker, or mailed to Mrs. Baker. Please keep in mind that it takes significantly longer to obtain the forms when sent through the mail. **Despite the form suggesting a cost of \$24.95 to be fingerprinted, the background check is FREE to you and you do NOT need to be fingerprinted.**

Form #1: General Mentor Information

- This form is for the Mentorship teacher and will be used to contact you as needed.

Form #2: Information for Criminal Background Check
--

- This form provides all necessary information to run the DPS background check. Please check that you have completed the appropriate sections; many inadvertently leave off their date of birth.
- We only need the *last four digits of your social security number*.
- Be sure to complete the form with your LEGAL name.

Form #3: DPS CCH Verification Form

- This form authorizes the district to use the information you provide on form #2 to run the DPS background check.
- Sign and date this form on the lower left side *only*.
- **YOU DO NOT HAVE TO BE FINGERPRINTED despite the form stating fingerprints at a cost of \$24.95 are required.**

Scan and Email:	abaker@eanesisd.net
Mail:	Westlake High School C/O Ashley Baker 4100 Westbank Drive Austin, TX 78746

EANES INDEPENDENT SCHOOL DISTRICT

601 Camp Craft Rd.
Austin, Texas 78746
(512) 732-9010

ADDENDUM TO APPLICATION

The EANES Independent School District may by law obtain criminal history record information on all applicants for employment with the district (Texas Education Code Section 22.083). The information requested below is necessary to obtain criminal history record information.

RELEASE STATEMENT

I understand the information I am providing about age, sex, and the ethnicity will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history record information.

I understand the EANES ISD has a policy that prohibits it from offering me a job until it receives and reviews my criminal history. In consideration of the EANES ISD waiving its policy and tentatively offering me a job subject to its review of my criminal history, I hereby agree and acknowledge that the EANES ISD, in its sole discretion and for any reasons whatsoever, may revoke its tentative job offer to me upon receipt and review of my criminal history record.

Full Name _____
Last First Middle

Social Security No. _____ Date of Birth _____

Sex: Male ___ Female ___ Driver's License No. _____ State _____

Ethnicity: Black _____ White _____ Hispanic _____ Other _____

Applicant Signature _____ Date _____

This form will be removed from the application and filed separately in the Human Resources Department.

Eanes ISD Use Only:

District employee requesting Criminal Record Check: **Ashley Baker**

Campus: WHS

DPS Computerized Criminal History (CCH) Verification (AGENCY COPY)

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 name and DOB identifiers I supply.

APPLICANT or EMPLOYEE NAME (Please print)

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Eanes ISD

Agency Name (Please print)

Cassie Cantu

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES <input type="checkbox"/>	NO <input type="checkbox"/> _____ initial
Purpose of CCH: <u>Volunteer/Mentor</u>	
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____ initial
Date Printed: _____ initial	
Destroyed Date: _____ initial	
Retain in your files	