

HILL COUNTRY CHRISTIAN SCHOOL OF AUSTIN

Criminal Background Check

Hill Country Christian School of Austin has developed a screening policy for all volunteers and employees who may have unsupervised contact with HCCSA students. This policy includes conducting a criminal records search. The policy reflects the desire of the HCCSA school board to prevent abuse of children or youth and to prevent misuse of school resources or sensitive information that might be obtained through volunteer service to the school.

We want to assure all parent volunteers, employees and others that the following information will be held in the strictest of confidence. This form will be kept in a locked cabinet and seen only by the Headmaster or his assigned administrative assistant. If it is deemed necessary to disclose information on this form to any other administrator, that information will not be released without the prior knowledge of the volunteer.

Personal Information

Your full, legal name: _____ Maiden name: _____

Spouse's full legal name: _____

Please list any "aliases" by which you may have been known on any legal document:

Current address: _____

City: _____ State _____ Zip: _____ Home Phone: (____) _____

Birth Date: _____ Place of birth: _____

Driver's License #: _____ State: _____

List all addresses of residence for the last 7 years:

Have you ever...

...been convicted of a crime other than a traffic offense? **YES/NO**
...been arrested or convicted of a felony offense? **YES/NO**
...taken illegal drugs in the last 24 months? **YES/NO**
...been in counseling for drug or alcohol abuse? **YES/NO**
...engaged in sexual misconduct of any kind? **YES/NO**
...been accused of sexual misconduct of any kind? **YES/NO**
...participated in homosexual activity? **YES/NO**
...habitually viewed pornographic material? **YES/NO**

Please explain any "yes" answers:

Remember, answering "yes" to any of the above questions may not disqualify you from serving at HCCSA, and nothing can disqualify you from being used by God in some area of service at HCCSA. Ours is the God of restoration and healing. He can use our past to help accomplish incredible things for Himself.

I understand:

- (1) A background check will be performed on all persons eighteen years of age and older through First Advantage which requires the following waiver and indemnity language:

I hereby give permission for Hill Country Christian School of Austin to obtain information relating to my criminal history record through First Advantage. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for volunteering within the HCCSA community. I also understand that as long as I remain a part of the HCCSA community, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify First Advantage, and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer or staff member.

- (2) The information that I have provided may be verified, if necessary, by contacting persons or organizations named in the application, or by contacting any person or organization that may have information concerning me.
- (3) No individual may volunteer at HCCSA is an area involving unsupervised contact with children or youth if they have been convicted of a crime involving morally corrupt behavior or have been involved in homosexual activity. Persons who have been convicted of DUI or a crime involving controlled substances, or who have demonstrated a pattern of alcohol or substance abuse, must be clean and sober for a minimum of two years before working with children or youth.
- (4) Individuals have the right to review their own criminal history documents. If a person believes that their criminal history is inaccurate, they have the right to appeal to the Headmaster and HCCSA will assist them in that appeal through the Texas Department of Public Safety's "Criminal History Record Resolution Request" form which we keep in our office.
- (5) HCCSA will destroy all criminal background check information within thirty days of receipt. By agreement with the agency that provides criminal history checks, we are not allowed to copy these documents, though an individual has the right to examine their history before it is destroyed.
- (6) This Criminal Background Check application contains confidential information and will be stored in a secure area. The application must be renewed every two years and will be maintain as long as the individual remains a member of HCCSA community.

I affirm that the information I have provided is true and correct.

Signature

Date

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| <p>Office Use Only CBC Report Received: _____ CBC Report Destroyed: _____ Comments: _____ _____ _____</p> |
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