



**Criminal Background Investigation:  
Notification and Disclosure form for CBI-Sensitive Positions**

**NOTIFICATION & DISCLOSURE**

- You are applying for, or are currently in a position that requires a criminal background investigation (CBI). The City of Austin will complete a CBI using a crimes list to screen for your eligibility for this position.
- The City of Austin will review your complete criminal history using records available from the Texas Department of Public Safety.
- You must pass a criminal background investigation to be placed or continue employment in this position.

<i>(For office personnel only)</i> <b>Department</b>	Animal Services Office	<b>Work Location</b>	Town Lake Animal Center
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<b>Position Title</b>	TLAC Volunteer
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<b>Job Status</b> <i>(check one)</i>	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Community Service Restitution (CSR) Volunteer Hours needed _____ Court issued completion date _____
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<b>Full Legal Name</b> <i>(Please print)</i>	
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<b>Date of Birth</b> <i>(month, date, year)</i>	<b>Social Security Number</b> <i>(Optional)</i>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
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<b>Ethnicity</b> <i>(Optional)</i>	<input type="checkbox"/> White/Caucasian <input type="checkbox"/> Asian, Not Hispanic or Latino <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander, not Hispanic or Latino <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Two or More Races, not Hispanic or Latino <input type="checkbox"/> American Indian/ Alaskan <input type="checkbox"/> Not disclosed
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<b>Other Names Used</b>	1.	3.
	2.	4.

<b>Have you lived outside the state of <u>Texas</u> in the last 10 years?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	➤ If yes, you will need to be fingerprinted for a state and or national criminal background check. You will receive fingerprinting information separately. ➤ If yes, and you were in the military, please contact the Human Resources Department at 974-3210 for further instructions.
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<b>Have you lived outside the <u>U.S.</u> in the last 10 years?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, list other countries.
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**ACKNOWLEDGEMENT: Read and sign in agreement:**

The information I have provided above is true, accurate, and complete.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**COMPLETE SIDE TWO.**

yes  no During the last 20 years, have you been convicted of, pled guilty to or served a period of deferred adjudication for any felony offense?

**During the last 10 years, as a juvenile (under age 17) or as an adult:**

yes  no Have you served a period of deferred adjudication?

yes  no Have you been convicted of any misdemeanor?

yes  no Have you ever pled guilty or no contest to any criminal offense?

yes  no Do you have any pending criminal charges against you?

yes  no Are you currently on deferred adjudication, deferred prosecution, or pre-trial diversion for any non-traffic offense?

yes  no Have you ever been on probation?

**If you answered yes to any of the above questions, please provide additional information about each crime:**

Type of Crime	Circle one		Incident Date (month / year)	Location City/State	Name of Court
	Misdemeanor (M)	Felony (F)			
	M	F			
	M	F			
	M	F			
	M	F			

**Read and initial each statement below:**

\_\_\_\_\_ The information I have provided in this form is true, accurate, and complete.

\_\_\_\_\_ I understand that giving false or incomplete information is grounds for refusing or terminating placement.

\_\_\_\_\_ I understand that the City of Austin will review my entire criminal history.

\_\_\_\_\_ I understand that a criminal background investigation will be conducted annually without further notice, for the duration of employment in this position.

\_\_\_\_\_ I understand that these reports will be used for employment and work assignment purposes.

\_\_\_\_\_ I understand that this acknowledgment is in effect throughout my employment, volunteer assignment, and/or contract at the City of Austin.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For HRD Office Use Only:**  
 Please Check and Initial each Applicable Space  
 CCH Report Printed: YES \_\_\_\_\_ NO \_\_\_\_\_ initial  
 Purpose of CCH: Volunteer  
 Hire \_\_\_\_\_ Not Hired \_\_\_\_\_ initial  
 Date Printed: \_\_\_\_\_ initial  
 Destroyed Date: \_\_\_\_\_ initial  
**Retain in your files**