



**Criminal Background Investigation:
Notification and Disclosure form for CBI-Sensitive Positions
For Teens: 13-16 Years Old**

NOTIFICATION & DISCLOSURE FORM

- You are applying for or currently hold a position that, for reasons of public safety, requires a criminal background investigation (CBI).
- The City of Austin will assess your suitability 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 the CBI to be placed in, or continue employment in, this position.

<i>(For office personnel only)</i> Department	Animal Services Office	Work Location	Town Lake Animal Center
Position Title	TLAC Volunteer		
Job Status <i>(check one)</i>	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Community Service Restitution (CSR) Volunteer Hours needed _____ Court issued completion date _____	
Full Legal Name <i>(Please print)</i>			
Date of Birth <i>(month, date, year)</i>	Social Security Number <i>(Optional for Volunteers)</i>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Ethnicity <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		

Please complete the next two questions only if you are 15-16 years of age:

Have you lived outside the state of <u>Texas</u> in the last 10 years?	<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.
Have you lived outside the <u>U.S.</u> in the last 10 years?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, list other countries.

ACKNOWLEDGEMENT: Teens and their parents must both read and sign in agreement:

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

Teen Signature _____ **Date** _____

Parent Signature _____ **Date** _____

Email Address of Parent _____

For HRD Office Use Only: Retain in your files

Please Check and Initial each Applicable Space
CCH Report Printed: YES _____ NO _____ initial
Purpose of CCH: Employment Volunteer
Hire _____ Not Hired _____ initial
Date Printed: _____ initial
Destroyed Date: _____ initial