

Applicant Information, Instructions

Please **read** the following information 'before' completing the application for employment.

HR office hours: 8-5am, Monday thru Friday

If you are called for an interview, be prepared to submit the following information:

- * Letters of reference (per our format)
- * Proof of education, i.e., HS Diploma or GED or college transcripts

Note: failure to do so, may result in delay of completing the interview process.

What DIRECT CARE applicants need to know:

- * pass initial and annual background checks
- * pass initial and ongoing drug testing
- * have a minimum HS School/GED education
- * be at least 21 yrs of age to work in the Children's Program
- * able to attend 40 hours of on-the-job training prior to working assigned shift
- * pass required training
- * attend required classroom training prior to working hired shift
- * complete required online training(s)
- * able to follow thru with initial and annual TB testing
- * have a clear driving record to work day, afternoon and/or weekend shifts

Refer to the vacancy listing and the job description for the position you are interested in.

Information includes salary and shift information

On the application for employment, there is a section 'position applying for'. Be specific and **identify the exact title of the position**, for example, 'residential care professional', 'HR Generalist'.

When a **conditional offer of employment is offered**, you will be required to **undergo and pass** a drug test, criminal background check(s), TB testing.

Attention DIRECT CARE applicants for the CHILDREN'S Program (and applicable support programs): Child-care licensing background checks include a 'fingerprint-based criminal history check'. Hires cannot work in applicable programs until FBI check is final and cleared.

HR will contact you if you are selected to participate in the interview process. Results of the interview process will be communicated by phone, email or letter. **All applicants are notified.**

Note: Paid Training, Weekly Pay



Mission Road Ministries 8706 Mission Rd, San Antonio, Tx 78214

Main Line: 210.924.9265 Fax: 210-334-2465

www.missionroadministries.org

Application for Employment

Notice to applicants (please read carefully): Mission Road Ministries (MRM) is a private non-for-profit agency serving person with developmental disabilities under licenses from State Regulatory authorities. Under these regulations MRM is required to conduct criminal conviction checks before an offer of employment. Therefore, any offer of employment resulting from this application is considered temporary, pending the results of a criminal conviction check.

Also, please note:

- * You must answer every question completely. Questions not applicable may be answered N/A or none.
- * Applications are not valid without the signature (typing your name will serve as a signature) of the applicant.
- * Employment at MRM and any of its departments and locations shall be considered employment-at-will in which either employer or employee may terminate the employment relationship for any reason or no reason at all.

Position apply for:		
Name:		
(Include first, middle and last name)		
Present address:		
(Include street, city, state, zip code and apartment number	er)	
Email address:		
Home phone:	Cell phone:	
(Include area code)	(Include area code)	
Social security number:		
Are you 21 or older?yes	no	
Have you ever been employed by MRM before?	yesno	
If yes, under what last name?	If yes, dates of employment?	
How were you referred to MRM?		
Why do you want to work for MRM?		
Have you ever been convicted of a felony or misdemean	or?yesno	
Have you ever entered a plea of guilty or "no contest" of deferred adjudication for any felony or misdemeanor?	r are currently on probation or have ever received	
,,,,	yesno	

	W-4		
ducational Background	State Specifics i.e., Diploma		State Course of Study
heck applicable ducation below:	Certification,	Did you Graduate?	i.e., Human Resources Accounting, Psychology
High School	BBA, MA	Grauuater	Accounting, rsychology
GED	WAS AND A Shade on the Advance of the American	yes	
Jame, City, State		no	
College		yes	
Jame, City, State		no	
College		yes	
lame, City, State		yc3	The state of the s
		no	
Certification		yes	
lame, City, State		no	
_			
Certification		yes	
lame, City, State		no	
ummarize additional training:			

Employment History

List the last 8-10 years of employment history starting with the *most recent* (complete even if you submit a resume).

Employer:	Phone number:
Address:	Job title:
Immediate supervisor/title:	
Reason for leaving:	
Dates of employment (hire/termination dates):	
May we contact for reference?	yesno
Summarize the nature of the work performed and job respor	nsibilities:
Employer:	Phone number:
Address:	_ Job title:
Immediate supervisor/title:	
Reason for leaving:	
Dates of employment (hire/termination dates):	
May we contact for reference?	yesno
Summarize the nature of the work performed and job respon	nsibilities:
Employer:	Phone number:
Address:	Job title:
Immediate supervisor/title:	
Reason for leaving:	
Dates of employment (hire/termination dates):	
May we contact for reference?	yesno
Summarize the nature of the work performed and job respon	nsibilities:

f	u account and all province and	uninumna?	
ence from you	ir current and all previous em	pioyers	
_ no	If no, why?		
	<u></u>		
sked to resign	by an employer?	yes	no
?	yes	no	
•	yes	no	
ehicle Registra	ition check for all applicants v	wno will be a driver.	
st 7 years (incl	ude apartment number, city,	state, zip code)	
	•		

· ·			
			Contact Person &
Duties/Time	e Frame		Phone Number
	sked to resign ? /ehicle Registra st 7 years (incl	no If no, why?sked to resign by an employer?	yes yes yes yes yes no yes no lehicle Registration check for all applicants who will be a driver. st 7 years (include apartment number, city, state, zip code)

Mission Road has zero to in its programs.	plerance for abuse and will not tolerate the mis	treatment or abuse of t	he individuals we serve
Have you ever been accu	sed of physically, sexually or emotionally abusing	g a child or an adult?	
		yes	no
If yes, explain		W	
References			
Personal (Name)	Address (city, state, zip code)	Phone Number	How long have you know this person?
Professional (Name)	Address (situ etato sin codo)	Phone Number	How long have you know this person?
Professional (Name)	Address (city, state, zip code)	Filone Number	Kilow this person:
			How long have you
Family Member (Name)	Address (city, state, zip code)	Phone Number	know this person?
			·
further understand that a	on Road Ministries to check and verify all stateme any misrepresentation or omission of facts prese ng hired, or, if hired, may result in my dismissal.		
received no promises or I can quit at any time for at any time for any reaso	hat if I am employed; my employment will be for gtuarantees as to how long MRM will employ mo any reason or no reason at all and that my empl on or no reason at all. I further understand and a tered or changed except by express written doct s of MRM.	e. I understand and agre loyment may be termina gree that this employme	ee that if employed, ited by MRM ent-at-will
	t for only 60 days. If at the end of this time I still e to complete a new application.	wish to be considered f	or employment,
Signature:		Date:	
employment and will not	is an equal opportunity employer. MRM is comr t unlawfully discriminate on the basis of race, co , veteran status, or marital status.		

Do not write below line - HR Use Only

Applicant:			
Your preference	es - Check all that apply:		
Individuals we serve:	() Working with Adults	() Working with Childrer	n
Shift:	() Morning, i.e., 6-2pm	() Afternoon, i.e., 2-10p	m () Overnight
Work location:	() Northeast SA () Medical Center	() Northwest SA () Southside SA – Our m	ain campus
Work status:	() Full-time	() Part-time	() Sub work
y	estions apply to any applicant w onal, group home supervisor, ca ram manager.		
	leo that I reviewed the realistic exp ities needed to work in a direct of Applicant Initial		
Mission Road has zero t	reatment of the Individuals we solerance for abuse and will not to you are applying for a direct ca	tolerate the mistreatment or al	
Why do you want to wo	rk with individual we serve, indi	ividual with developmental and	intellectual disabilities?
What age group or sex o	do you prefer to work with? Wh	ny?	
What is your philosophy	/ about discipline?		

What do	o you	do w	hen yo	u are	upset	or	angry	about	somethi	ug?
---------	-------	------	--------	-------	-------	----	-------	-------	---------	-----

List the 3 strengths vo	ou have in working with t	the individuals we serve:
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	Strengths
1.	
2.	
3.	



Drug-Free Workplace

Mission Road Ministries is a drug free workplace. We do not tolerate the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner in the workplace, in association with the workplace, during work time, or that would otherwise adversely affect Mission Road business. Further, employees shall not possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the workplace or during work time. Employees shall not report to work with illegal drugs and/or alcohol in their bodies.

All prospective employees are tested prior to employment. Drug testing will be accomplished by using an Oral Screening method or by an approved clinic, such as Texas Med Clinic. The oral screening test will be conducted by a trained and certified Mission Road employee, or their designee. Mission Road also reserves the right to use urinalysis or hair strand testing as provided by an independent laboratory. All specimen samples shall be collected will due regard to the privacy of the employee and in a manner reasonably calculated to prevent substitution or contamination of the sample.

Applicants/prospective employees will be provided an opportunity to provide any information that he or she considers relevant to the test, including identification of currently or recently used prescription or non-prescription medication, or other relevant medical information. The providing of information shall not preclude administration of the test, but shall be taken into account in interpreting any positive confirmed results.

Failure to submit to the drug screen will result in the job offer being rescinded. Applicants who test positive cannot apply again for a period of one year.

Mission Road Ministries also tests employees randomly, post-accident, and with reasonable suspicion.

 Applicant Initial	

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Job Description Acknowledgement

After reviewing the job, description (attached or provided), please state whether you are able to perform all the essential duties outlined in the job description.

- () Yes, I read the job description. I am able to perform all of the essential duties of this position, to include, if applicable, lifting, standing, walking, climbing, stooping, kneeling, crawling, etc.
- () No, I read the job description. I am not able to perform all of the essential duties of this position.

If you are not able to perform all of the essential duties outlined in the job description, please list those element and whether you could perform them with reasonable accommodation.	S
Applicant Initial	

Essential Job Duties--Physical Demand Acknowledgement

If you are applying for a *direct care* position, this acknowledgement applies to you. If you are hired for a direct care, you may be involved in the following:

- 1. Restraining disruptive residents to prevent injury to themselves and other others by using MRM prescribed methods
- 2. Transporting and/or assisting with transporting residents to and from activities, etc.
- 3. Training.
- () Yes, I read the job description. I am able to perform all of the essential duties of this position, and meet the physical demands for the position, to include lifting, standing, walking, climbing, stooping, kneeling, crawling, etc.
- () No, I read the job description. I am not able to perform all of the essential duties of this position.

If you are not able to perform all of the essential duties outlined in the job description, please list those elements
and whether you could perform them with reasonable accommodation.

Applicant Initial		



Values Assessment

Do you know the work values you most want in a job and an employer? People expect to achieve certain ideals from their jobs, employers and careers. Workplace values, concepts and ideas that you hold dear have a direct impact on your satisfaction with your job, with your career and even with your life. When you understand the values you cherish most highly, you can make an evaluation about whether Mission Road Ministries supports those values.

Please review Mission Road Ministries' values:

- Faith
 Family
 Integrity
 Respect
 Teamwork
 Mission Road Ministries' Core Values
- Keeping Employees and Clients Safe
- Recognition, Being Valued
- Change—Working Towards a Common Goal
- Physical Challenge/Physically Demanding
- Opportunity for Balance Between Work Life and Family Life
- Order and Structure
- Having a Positive Impact on Others and Society
- Variety and a Changing Workplace
- Professional Development, On-going learning and growth
- Friendships and Warm Working Relationships
- Deadlines, Pressure Challenges
- · Commitment to our Clients

After reviewing our values, do you want to continue with Mission Road Ministries' employment process? () yes () no

Applicant Initial



Mission Road's Driving Policy

In the course of Mission Road Ministries business, it is necessary that the individuals we serve be transported for medical appointments, recreational activities, and so forth. Mission Road has a fleet of vehicles available for these purposes. In order to act as a driver and provide transportation for Mission Road, the following criteria must be met:

- Drivers who transport individuals we serve must...
 - be at least 21 years of age;
 - provide a valid and current Texas Driver's License;
 - have had their license at least 3 years;
 - complete the Mission Road Ministries' Transportation Safety Training, Defensive Driving Training,
 and a road test with the company vehicle;

- o not have more than 2 moving violations in the past 3 years,
- o not have more than 2 accidents in the past 3 years, and
- o not have more than one accident in any one-year and no speeding over 80 miles per hour or 21 miles per hour over the posted speed limit.

Mission Road Ministries will conduct an annual Motor Vehicle Record (MVR) check on all Mission Road drivers. Any driver deemed "unacceptable" would be removed from Mission Road drivers list.

Serious Violations that will prevent you from driving a company vehicle:

- DWI/DUI Drugs or Alcohol; Hit and Run;
- Failure to report an accident;
- Negligent homicide using a motor vehicle; Driving while license is suspended or revoked;
- Using a motor vehicle for the commission of a felony;
- Operating a motor vehicle during the commission of a felony;
- Permitting an unlicensed person to drive;
- Reckless driving; Speed contest;
- Illegal passing of a school bus;
- Speeding in a school zone.

Note: the above list cites	examples of serious violations and is not	t all-inclusive.	
Do you meet the criteria to	o drive a company vehicle?() yes	() no	
	Applicant Initial		

General 'direct care' job description for Applicants

Applicant Initials:	
Date:	

Job Summary

Will assist in providing self-help skills training and therapeutic treatments to residents with intellectual and/or physical disability. Major component of the position is "Active Treatment"—formal training to individuals in activities of daily living. Examples: teaching the individual: laundry skills, cooking or meal preparation skills, money skills, how to make a bed; self-med skills, social skills, self-help skills; communication skills, developing leisure skills.

Essential Job Duties

- Electronic data collection.
- Will be expected to drive a company vehicle upon meeting requirements.
- Demonstrate activities such as bathing, grooming, and dressing to train residents in daily self-care practices.
- Converse with residents to reinforce positive behaviors and to promote social interaction.
- Serve meals and eat with residents to act as a role model.
- Accompany residents on shopping trips and instruct or counsel residents in purchase of personal items.
- Aid staff in administering therapeutic and leisure activities, such as physical exercises, occupational arts and crafts, and recreational games, to residents (both on and off campus).
- Work with residents on achieving formal and informal goals such as use of public transportation, telephone use, money management, social interaction, etc.
- Develop and/or follow recommended teaching techniques, behavior management programs, etc., to assist individuals with increasing their productivity and independent living functions.
- Train and monitor residents in the implementation and integration of independent skills such as bed making, laundry, etc.
- Supervise, assist residents in punctual attendance of scheduled daily programs, i.e., school, church, therapy, group.
- Restrain disruptive residents to prevent injury to themselves and others, using prescribed methods.
- Observe and document residents' behavior, such as speech, feeding patterns, toilet training, to facilitate assessment and development of treatment goals.
- Document, report, and review residents' daily progress, needs, medical issues, and behaviors. May include completing seizure reports and daily notes.
- Attend to routine health care needs of residents under supervision of medical personnel.
- Maintain the cleanliness and neatness of indoor and outdoor areas, i.e., residential home, dining hall, playground area, gym, chapel, vans, and other campus areas. Perform antiseptic cleaning duties, laundry, and other housekeeping duties in living areas.
- Transport or assist in transporting residents to and from medical appointments, activities, school, etc.
- Medical administration: administer prescribed medications and treatments in accordance with physician order(s) and nursing delegatory standards.
- First aid: perform client assessments and treatments for minor illnesses and injuries.
 Document all assessments and treatments performed. Communicate with nursing staff any assessments, treatments, findings on a daily basis.
- Work in other group homes, areas when needed. May work evenings, weekends, and holidays as needed.

Qualifications, Education, Experience Must be able to demonstrate competence in certain areas of training, i.e., CPR, CPI, First Aid, Behavior Management; Driving. Ability to recognize inappropriate or manipulative behavior in difficult or challenging situations. Ability to calmly and repetitively model appropriate behavior in difficult or challenging situations. Ability to react to situations, i.e., rescue, preventing a resident from hurting themselves. Ability to use Microsoft Word, Excel; company data management software; and email.

Physical Demands

While performing the duties of this job, the employee is occasionally required to stand; sit; walk; use hands to finger; handle; reach with arms and hands; stoop; kneel; crouch; crawl; talk or hear; taste or smell. Must be able to lift and/or move at least 50-75 pounds in order to assist in life skills, such as bathing, physical rescue, and wheel chair assistance. Specific vision abilities may include close vision; color vision and the ability to adjust focus. Exposure to outside weather conditions while working with residents. Noise level in the work environment is usually moderate to occasionally loud.



DISCLOSURE

COMPANY_Mission Road Ministries may obtain information about you from Redstar Backgrounds, Inc., 1846 Lockhill Selma, STE 107 SAN ANTONIO, TX 78213, 210-960-4000 AND WWW.REDSTARBACKGROUNDS.COM, or another third-party consumer reporting agency, for employment purposes, volunteer work including without limitation, for the purpose of evaluating you for employment, volunteer work, promotion, reassignment and retention as an employee, at any time prior to or during your employment, if applicable, and without giving you any further notice. Thus, you may be the subject of a background check, also known as a "consumer report" and/or an "investigative consumer report," which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain, without limitation, all or some of the following types of information about you: credit history, social security number verification, address and alias history, personal references, professional references, employment history, educational history, licenses, certifications, motor vehicle records, driving records, criminal history, and civil court record history. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the applied-for position. You have the right to know whether a consumer report has been obtained about you; and you have the right to request a copy of any report obtained by Company, a copy of "A Summary of Your Rights Under the FCRA," and a complete and accurate written disclosure of the nature and scope of any investigative consumer report obtained by Company. An investigative consumer report is information on an individual's character, general reputation, personal characteristics, or mode of living is obtained through a personal interview with an information source. The nature and scope of the most common form of investigative consumer report obtained for employment purposes is an interview with a reference, employer, coworker, supervisor, or customer.

AUTHORIZATION

I acknowledge receipt of the Background Check Disclosure and a Summary of Your Rights under the FCRA, and certify that I have read and understand both documents. I hereby authorize Company to obtain background check information, including consumer reports and investigative consumer reports, about me from [REDSTAR BACKGROUNDS INC.] or another third-party consumer reporting agency, for employment purposes, volunteer work, including without limitation, for the purpose of evaluating you for employment, promotion, reassignment and retention as an employee, at any time prior to or during my employment, if applicable, and without giving me any further notice. To this end, I hereby authorize, without reservation, any credit bureau, creditor, employer, coworker, supervisor, customer, institution, school, college, university, license or certificate granting entity, state department of motor vehicles, state department of revenue, court, governmental agency, law enforcement agency, information service bureau, insurance company, other record-keeping agency, person, administrator, organization, company, corporation, entity, and any other information source, to furnish any and all background information requested by [RED STAR BACKGROUNDS INC., 1703 Lockhill Selma, STE 107 SAN ANTONIO, TX 78213, 210-960-4000 AND WWW.REDSTARBACKGROUNDS.COM], another third-party acting on behalf of Company, and/or Company itself, and regardless of whether the requested information was received from another source. I agree that a copy of this Authorization shall be as valid as the original.

First Name	Middle Name	Last Name	Maiden / Other Names
Social Security #	Driver's Li	cense Number State	County of Residence
Current Address	City	State	Zip
Date of Birth	Email Address		

May your current employer be contacted? OYES ONO ONOt (Currently Employed
California: Are you employed in, seeking employment in, or a resident of	California? O YES O NO
California, Minnesota or Oklahoma: Are you employed in, seeking employment IfYES, doyouwish to receive a copy of any Consumer Report of which you are the	
Maine and New York: You have the right, upon request, to be informed of whether	r a consumer report about you was requested by the above-named company.
$\textbf{Washington:} \ You \ have \ the \ right, upon \ written \ request to \ Employer, to \ get from \ Employer \ to \ get from \ Employer \ to \ get from \ Employer \ to \ t$	ployer a complete and accurate disclosure of the nature and scope of the
Oregon: Information describing your rights under federal/Oregon law your credit information, and remedies available should you suspect or f you upon request.	regarding consumer identify theft protection, storage and disposal of and that Employer has not maintained secured records is available to
All Other US States: Please contact Redstar Backgrounds, Inc. at the preport.	phone or address listed above to request a copy of your consumer
Authorization Signature	Date
Parent Signature(If under 18)	Date
INFORMATION FOR REDSTARBACKGROUNDS CUSTOMS ADDITIONAL STATE LAW REQUIREMENTS	ERS ON

DISCLAIMER: THE DISCLOSURE AND AUTHORIZATION FORM, AND THE DISCUSSION OF STATE REQUIREMENTS BELOW, ARE NOT MEANT TO PROVIDE LEGAL ADVICE OF ANY KIND. LEGAL ADVICE SHOULD BE SOUGHT FROM YOUR ATTORNEY IN CONNECTION WITH THE USE OF THESE FORMS OR THE DETERMINATION OF STATE LAW REQUIREMENTS THAT MAY BE APPLICABLE TO YOU. REDSTAR BACKGROUNDS, INC. MAKES NO CLAIMS, PROMISES OR GUARANTEES ABOUT THE ACCURACY, COMPLETENESS, OR ADEQUACY OF THE INFORMATION CONTAINED HEREIN.

IN ADDITION TO THE PRECEDING DISCLOSURE AND AUTHORIZATION FORM NEEDED TO CONFORM WITH THE FEDERAL FAIR CREDIT REPORTING ACT, VARIOUS STATES IMPOSE ADDITIONAL DISCLOSURE OR OTHER OBLIGATIONS ON EMPLOYERS WHEN THEY OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS ON EMPLOYEES OR APPLICANTS.

THE FOLLOWING IS A SUMMARY OF POSSIBLE STATE REQUIREMENTS.

1. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN CALIFORNIA, MINNESOTA, AND OKLAHOMA, you should add the following language to the end of the Authorization:

You may request a free copy of any consumer report or investigative consumer report we obtain on you by checking the box.

2. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN CALIFORNIA:

Under California Civil Code §§ 1786.16(a)(2) and 1786.22, the following additional disclosure should be provided before procuring a consumer report:

We will be obtaining a consumer report from [name, address, and telephone number of the consumer reporting agency]. You have the right to request from that agency, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which the agency has previously furnished within the three-year period preceding your request. You may view the file maintained on you by the agency during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

3. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN NEW YORK:

Under Article 25 Section 380-g of the New York General Business Law, if an employer receives a consumer report containing criminal conviction information, the employer must provide the applicant or employee who is the subject of the report, a printed or electronic copy of Article 23-A of the New York Correction Law, which governs the employment of persons previously convicted of one or more criminal offenses.

4. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN WASHINGTON STATE:

Under the Washington Fair Credit Reporting Act, you have the right to ask Redstar for a written summary of your rights. If you submit a request to Employer in writing, you have the right to get from Employer a complete and accurate disclosure of the nature and scope of the investigative consumer report Employer ordered, if any. If Employer obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

5. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN OREGON:

Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that Employer has not maintained secured records is available to you upon request.

REDSTAR BACKGROUNDS, INC. 1150 N Loop 1604 W #108-212 SAN ANTONIO, TEXAS 78248

Fax; 888-813-4788 2022 Update

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

I,, acknow	, acknowledge that a Computerized Criminal		
APPLICANT or EMPLOYEE NAME (Please print)			
History (CCH) check may be performed by accessing the	ne Texas Department of Public Safety Secure		
Website and may be based on name and DOB identifier	rs. (This is not a consent form, but serves as		
information for the applicant.) Authority for this agency	to access an individual's criminal history data		
may be found in Texas Government Code 411; Subchapter	r F.		
Name-based information is not an exact search and	only fingerprint record searches represent true		
identification to criminal history record information (CH	RI), therefore the organization conducting the		
criminal history check is not allowed to discuss with me	any CHRI obtained using the name and DOB		
method. The agency may request that I also have a	fingerprint search performed to clear any		
misidentification based on the result of the name and DOE	g search.		
In order to complete the fingerprint process I mu	ast make an appointment with the Fingerprint		
Applicant Services of Texas (FAST) as instructed online at	www.txdps.state.tx.us/Crime Records/Review		
of Personal Criminal History or by calling the DPS Progra	m Vendor at 1-888-467-2080, submit a full and		
complete set of fingerprints, request a copy be sent to the	agency listed below, and pay a fee of \$25.00 to		
the fingerprinting services company.			
Once this process is completed the information on	my fingerprint criminal history record may be		
discussed with me.			
(This copy must remain on file by this agence	ey. Required for future DPS Audits)		
Signature of Applicant or Employee (optional)	Please:		
	Check and Initial each Applicable Space		
Date	CCH Report Printed:		
Mission Road Ministries	YESNO Initial		
Agency Name (Please print)			
	Purpose of CCH:		
Agency Representative Name (Please print)	EmplVol/Contractor Initial		
	Date Printed: Initial		
Signature of Agency Representative	Destroyed Date: Initial		

Date

Retain in your files