

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
VOLUNTEER APPLICATION**

PERSONAL INFORMATION (Please Print)

The following information is needed for the TDCJ to conduct a criminal history check to determine whether access to TDCJ units, facilities, and offices should be approved. Applicants must be (18) years of age to apply. Applicants must have a clear criminal history for (18) months to be eligible and must have been released from prison for a period of (18) months at the time of application. Please be sure to provide **ALL** of the requested information.

1. Name: _____ 2. Primary Phone#: () _____ - _____
(Last, First, MI)

Secondary Phone#: () _____ - _____ Emergency Contact _____
(Name/Number)

3. Mailing Address: _____
Street City State Zip

Email Address: _____
(Your email address helps Volunteer Services and staff of the volunteer program you will be serving in to contact you with information about your volunteer status or the status of a program you are involved with at the unit level.)

4. SSN: _____ - _____ - _____ 5. Driver's License / State ID#: _____ ST _____

6. Date of Birth: _____ / _____ / _____ 7. Place of Birth: City _____ ST _____

8. Sex: Female Male 9. What foreign language do you speak? _____

10. Race: White Black Hispanic Amer. Indian Asian or Pacific Island Other _____

11. Current Employer: _____ Title: _____

12. Have you ever been employed by the TDCJ? Yes No If yes, give division, department, location, title and dates of employment: _____

13. Are you a victim of, related to, or a friend of any TDCJ offender or releasee now supervised by the TDCJ? Yes No
Name of Offender: _____ ID#: _____ Facility: _____ Victim Relative Friend

14. Are you related to a victim, or a friend of a victim, of any offender or releasee now supervised by TDCJ? Yes No
Name of Offender: _____ ID#: _____ Facility: _____ Relative Friend

15. List any offender that you are visiting in unit visitation **OR** knew prior to their incarceration. Not applicable
Name of Offender: _____ ID#: _____ Relationship: _____ Facility: _____
(Attach additional pages as needed.)

Please use this section to indicate the program area(s) you are interested in serving. All programs are subject to approval.

Chaplaincy **Substance Abuse Treatment Program**
Faith Identification: _____ Fellowship: _____ Sobriety Date: _____ / _____ / _____
Place of Worship: _____ Practicum Student Yes No

Windham School District **Sex Offender Treatment Program** **Parole Division** **Victim Services**
 Student Intern **TTC/Halfway House** ***Other** _____

* Other may include non-traditional programs, administrative/clerical assistance, or areas not indicated on this form. Please explain.

Unit(s) of interest (includes offices): _____

For the security and safety of volunteers, offenders, and employees, criminal histories of applicants are reviewed and may require fingerprinting in some instances. Volunteer applicants with previous felony convictions are not necessarily excluded from participation. All applications will be reviewed and will receive a response.

Please complete ALL information and mail both pages to:

**Texas Department of Criminal Justice
Volunteer Services
P.O. Box 99
Huntsville, TX 77342-0099**

**For Windham School District, mail to:
Windham School District
Division of Instruction
PO Box 40
Huntsville, TX 77342-0040**

Criminal History

When answering the following questions, do not include any violation of the law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; any conviction record that was expunged under federal or state law; or minor traffic violations. All other convictions must be included.

1. Have you ever served time in any adult correctional facility? If yes, please provide the following: Yes No
 Years served: _____ State: _____ ID #: _____ Release date: _____
2. Have you ever been a member of a gang? Yes No
 If yes, name and description of gang: _____
3. Do you have any criminal charges currently pending? Yes No
 If yes, please explain: _____
4. Are you now or have you ever been placed on probation or parole? Yes No
 If yes, provide beginning and ending dates: _____
5. Have you ever forfeited property/bond as a result of being charged with any criminal act? Yes No
 If yes, please explain: _____
6. Do you have a maiden name, alias, or nickname? If yes, provide: _____ Yes No
7. Have you ever been convicted* of a crime? **Felony** **Misdemeanor** Yes No
 *Convicted includes deferred adjudication, community supervision and those that may not appear on record at this time, but excludes minor traffic violations. If yes, provide the information below. All convictions apply. Attach additional pages as needed.

When: _____ Where: _____

Charges: _____ Disposition: _____

Signature _____ Date _____ / _____ / _____
Mo. Day Year

Additional required documentation / information:

- If you are currently on community supervision (parole or probation), a statement from your supervising officer indicating they are aware that you are applying to volunteer with the TDCJ and that you are meeting the requirements of your supervision must be submitted to Volunteer Services on original letterhead, signed and dated (see address above).
- If you are applying to volunteer with the chaplaincy program and have a criminal history, a recommendation/support letter from your pastor, or the spiritual advisor of the fellowship you are associated with, must be submitted to Volunteer Services on original letterhead, signed and dated (see address above).
- If you are applying to volunteer with the Victim Services program, a personal and professional letter of support must also be included with this application.

Application must be filled out in its entirety or it will be returned.

Notice: With few exceptions, you are entitled upon request: (1) to be informed about the information the Texas Department of Criminal Justice (the Agency) collects about you; and (2) under Texas Government Code §§552.021 and 552.023, to receive and review the collected information. Under Texas Government Code §559.004, you are also entitled to request, in accordance with the Agency's procedures, that incorrect information the Agency has collected about you be corrected.