

# Professional Conduct

## Texas Workforce Commission – Career Schools and Colleges

**Instructions:** If the applicant answers in the affirmative (Yes) to a conviction, the following information and documentation must be provided.

School#: \_\_\_\_\_

Name of School: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Applicant's Legal Name: \_\_\_\_\_

List any other names used if different from the name on this application: \_\_\_\_\_

**Provide answers to the following questions IN DETAIL. Use a separate form for each violation.**

1. Date, nature, whether this is a felony or misdemeanor, and seriousness of the offense:

2. Explanation of the incident:

3. Amount of time served and/or amount of fines paid:

4. Your age at the time of the commission of the offense:

5. Names, addresses and telephone numbers of employers just prior to and following the offense:

6. A work history from the date of discharge to the present:

**Provide the following as an attachment to this explanation:**

1. Copy of probation or parole order/release (indicating completion date of probation/parole) and any other court orders.
2. Letters of personal recommendation.
3. Evidence that you have maintained a record of good conduct (criminal history check) and paid all costs as may have been ordered in the case(s).

\_\_\_\_\_  
Typed or Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Typed or Printed Name of Officer, Principal Owner, or Board Member

\_\_\_\_\_  
Signature of Officer, Principal Owner, or Board Member

\_\_\_\_\_  
Date (mm/dd/yyyy)

**Mail to:** Texas Workforce Commission  
Career Schools and Colleges  
101 E 15th St, Rm 226T  
Austin, Texas 78778-0001

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*Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512)936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or by writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.*