

**Texas Department of Criminal Justice
Substance Abuse Entry-Level Counselor Agreement**

I am an applicant with a prior felony conviction, and it has been less than 10 years since the termination of my felony conviction sentence. I am being hired as a substance abuse entry-level counselor by the Texas Department of Criminal Justice (TDCJ) or by a program-specific vendor, and I will comply with the following as conditions of my continued employment with the TDCJ or contract vendor.

- 1) I agree to work under the direct supervision of a qualified credentialed counselor for a minimum of two years and will not advance in a career path until the two year requirement has been met.
- 2) I agree not to apply for any TDCJ positions for which I do not meet the criminal history eligibility requirements for formerly convicted or incarcerated offenders as stated within PD-75, "Applicants with Pending Criminal Charges or Prior Criminal Convictions."

I have received a copy of PD-75, "Applicants with Pending Criminal Charges or Prior Criminal Convictions" and I understand the terms for continued employment listed herein.

Employee:

Printed Name

Signature

Date (MM/DD/YYYY)

**TDCJ Division Director or Designee
or Program-Specific Vendor Representative:**

Printed Name

Signature

Date (MM/DD/YYYY)

Title

Distribution:

- Original: Rehabilitation Programs Division director or, if vendor is a community based provider, director of Specialized Programs
- Copy: Deputy director of Program Monitoring, Private Facility Contract Monitoring/Oversight Division, if vendor is a community based provider
- Copy: Program-specific vendor or TDCJ employee unit or department human resources file - Employment
- Copy: Employee