

- Valid Driver's License
- Limited Criminal Background Check
- Sex Offender check

## SCHOOL VOLUNTEER/VISITOR APPLICATION

(A Smoke-Free and Drug-Free Workplace)

Volunteers likely to have direct, ongoing contact with children may be requested to provide a limited criminal history. The school corporation will obtain the limited criminal history.

### PERSONAL DATA

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Name (last, first, middle) \_\_\_\_\_ (maiden) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ DOB \_\_\_\_\_

For the purposes of requesting Criminal History Information

Specific Volunteer Position \_\_\_\_\_ Primary Location (Building) \_\_\_\_\_

### PERSONAL CONTACTS (in the event of an emergency)

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1. Name \_\_\_\_\_ Telephone \_\_\_\_\_ Ext. \_\_\_\_\_

2. Name \_\_\_\_\_ Telephone \_\_\_\_\_ Ext. \_\_\_\_\_

### ACKNOWLEDGMENT OF TERMS OF APPLICATION

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## REQUEST FOR BACKGROUND INFORMATION

- A. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? Yes \_\_\_ No \_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.
- B. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? Yes \_\_\_ No \_\_\_ If yes, explain the circumstances on a separate sheet and attach it to this application.
- C. Have you been investigated for, charged with or plead guilty or "no contest" to a crime that has not been expunged or otherwise remains a public record and which involves the sexual abuse of any person or indecency with a minor? Yes \_\_\_ No \_\_\_. If yes, explain the circumstances on a separate sheet and attach it to this application.
- D. Have you ever been convicted of a crime other than a minor traffic offense that has not been expunged or otherwise remains a public record? Yes \_\_\_ No \_\_\_ Include convictions for traffic offenses involving the use or possession of alcohol or controlled substances, or offenses in connection with accidents involving serious injury to persons or property. If yes, please describe on a separate sheet of paper the nature of the offense, the name of the court entering the convictions, the date of the incident giving rise to the conviction and any other information concerning the circumstances you consider relevant.
- E. Have you ever been charged with a crime, other than a minor traffic offense that has not been expunged or otherwise remains a public record, in which the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or educational program? Yes \_\_\_ No \_\_\_. If yes, explain the circumstances on a separate sheet and attach it to this application.

An unintentional misrepresentation or affirmative answer provided by you on this application is not an automatic bar to employment. Wa-Nee Community Schools will consider the nature of any such conviction of public record or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

# AUTHORIZATION AND RELEASE

I authorize Wa-Nee Community Schools to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "limited criminal history," possessed by any private or public employer or any local, state or federal agency. I authorize these private or public employees or local, state or federal agencies to provide Wa-Nee Community Schools any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I EXPRESSLY WAIVE IN CONNECTION WITH ANY REQUEST FOR, OR PROVISION OF SUCH INFORMATION, ANY CLAIMS OR CAUSES OF ACTION, INCLUDING WITHOUT LIMITATION, DEFAMATION, INFLECTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST WA-NEE COMMUNITY SCHOOLS, ITS OFFICIALS, EMPLOYEES, TRUSTEES OR AGENTS, OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN. FURTHERMORE, IT IS UNDERSTOOD THAT THIS APPLICATION AND RECORDS BECOME THE PROPERTY OF WA-NEE COMMUNITY SCHOOLS, WHICH RESERVES THE RIGHT TO ACCEPT OR REJECT IT. I FURTHER AGREE TO OBSERVE ALL RULES, REGULATIONS, AND POLICIES OF WA-NEE COMMUNITY SCHOOLS.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print your name \_\_\_\_\_ Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Please print any other name(s) which you have previously used: \_\_\_\_\_

Please print your complete address \_\_\_\_\_

Birth Date (only for purposes of requesting Criminal History information) \_\_\_\_\_

Wa-Nee Community Schools supports the principle that all persons are entitled to equal employment opportunities without regard to race, religion, color, marital status, national origin, sex, age or handicapping conditions. If you are unable to complete this application without an accommodation, please let us know so that an alternative arrangement can be made.