



Highline School District #401
 15675 Ambaum Blvd., SW
 Burien, WA 98166
 TEL: (206) 248-6671
 FAX: *206) 433-2141
www.hsd401.org

School/Office Use Only 5630F¹
 Date Received in HR: _____
 School/Dept: _____
 Status Code: _____
 Date Approved: _____

VOLUNTEER APPLICATION AND DISCLOSURE FORM

PART ONE: Sponsorship (To be completed by teacher sponsor and approved by the building administrator or department or program administrator.)

_____ (full name of volunteer) has been interviewed and invited by me to serve as a volunteer in my building/ classroom for the 2010-2011 school year or during the period _____ to _____ (please specify start/end).
 I certify that this individual will or will not be alone with students.

This volunteer is: Parent/Guardian Relative of Student (student name) _____
 Community Volunteer Other (specify) _____

This volunteer will be working in the capacity of: _____
Specific tasks to be accomplished

**Please Note: Community based organizations MUST be approved through the Community Relations Office and have an agreement on file with the Risk Management Office prior to volunteering within the district. If part of a community based organization, please provide the following information; 1) Name of the organization _____
 2) Contact person's name _____, and 3) Contact No. _____**

 Signature of Sponsor (Teacher/Supervisor)

 Date

 Printed Name of Teacher

 Signature of Building/Department Administrator

 Date

 Printed Name of Admin/Supervisor

Note: Volunteers who will or may be alone with a student(s) must be fingerprinted and submitted for a complete background check!

PART TWO: Application Procedures / Disclosure Statement (volunteer instructions)

Please complete this application and submit it, along with a copy of your Washington State driver's license, passport, or other photo ID to the school or department office manager. A Washington Access To Criminal History (WATCH) check will be used to screen volunteers working under the direct supervision of a teacher/administrator in a classroom setting. All applicants volunteering for activities without direct supervision, or who may be alone with students for any reason, are subject to an in-depth Washington State Patrol Background and Federal Bureau of Investigations background check. The in-depth background checks will remain on file for two years; however, you must resubmit a volunteer application each school year.

If you have never been fingerprinted by the Highline School District and you may be working alone with students as determined by the teacher/supervisor, you must contact the Human Resources Office to schedule an appointment (206) 248-6671. **Under no circumstances will a volunteer be allowed to participate in any activity until a complete background check has been conducted and this application has been approved, in writing, by the Human Resources Office.** A formal response letter will be issued to the volunteer and the school or department administrator once the application has been approved or denied.

Falsification, deliberate misrepresentation, and/or omission of a material fact, or failure to complete any part of this application may be grounds for denial of your application. All required supporting documentation/statements must accompany this application. If needed, please attach an additional sheet of paper.

Section A - Personal Information (to be completed by Volunteer)

This is a: **New Application** **Renewal** (Completion of one application will allow you to volunteer in all Highline, however; a new Application / written request must be submitted for additional activities not specifically noted on this application.)

Name: _____
 Last Name First Name Middle Name

Address: _____
 Street – Apt # State ZIP Code

Phone No.: _____
 Primary Secondary Cell

Email Address(s): _____
 Home Email Address Work Email Address

List any other names and/or aliases that (a) have been issued under a valid social security number, (b) used during the course of employment, or (c) by which you are known or referenced by others:

Name: _____
 Print Last Name Print First Name Print Middle Name

Name: _____
 Print Last Name Print First Name Print Middle Name

Name: _____
 Print Last Name Print First Name Print Middle Name

Name: _____
 Print Last Name Print First Name Print Middle Name

Date of Birth: ___/___/___ (must submit a photo copy of a valid WA State driver's license, U.S. passport or other photo ID)

Please check one: Current Status **Gender:** Male Female

Parent/Guardian Relative of Student (specify student name): _____

Community Volunteer Other (specify): _____

If you have a child attending a Highline School District school, please list below: Child(rens) full name(s), School(s), Grade(s).

Name: _____
 Print Child's Full Name Print Name of Child's School Print Grade

Name: _____
 Print Child's Full Name Print Name of Child's School Print Grade

Name: _____
 Print Child's Full Name Print Name of Child's School Print Grade

Name: _____
 Print Child's Full Name Print Name of Child's School Print Grade

Please check the area(s) of interest:

Field Trip Chaperone Presentation Panelist Culminating Exhibition Mentor

Classroom Helper Reading Tutor Math Tutor

Library Helper Big Brothers/Big Sisters Program

Coach (You must be 21 years or older. Please request and complete an area of interest form and submit it with your application.)

Other (please be specific) _____

Section B – Criminal History / Background Disclosure

If you answered "yes" to any of the following questions you are required to attach a detailed statement including 1) a statement of events, 2) the nature of the offense, 3) nature of the charge or warrant against you, 4) the name and address of the arresting agency, 5) the date of the arrest, 6) the final disposition, 7) the name and address of the court, 8) the complete arrest report, sentence and judgment, and a complete driving abstract for the past five years if the arrest and/or conviction was driving related.

Yes No

- Have you been convicted of crimes relating to **financial exploitation** (extortion, theft, robbery, forgery) as defined in Chapter 43.43.830(7) or RCW Chapter 72.23 RCW?
- Have you ever been found to have sexually assaulted or exploited any minor or to have physically abused any minor under RCW 13.34.50 or Title 26.44 RCW?
- Have you ever been found to have sexually or physically abused a minor or developmentally disabled person OR to have abused or financially exploited any minor or vulnerable adult under Chapter 74.34 RCW, 26.44 RCW or any final board decision?
- Have you ever been found to have sexually or physically abused any minor, or developmentally disabled person, or to have abused or financially exploited any vulnerable adult in any disciplinary board final decision, or by the director of the department of licensing?
- Do you currently have any outstanding criminal charges and/or warrants of arrest pending against you in the State of Washington? If yes, please specify _____
- Do you currently have any outstanding criminal charges and/or warrants of arrest pending against you in any other state, province, territory, and/or country? If yes, please specify _____
- Are you presently under investigation in any jurisdiction for possible criminal charges? If "yes", identify agency, location (street address, city, state), case number, and contact for records.

- Have you ever been convicted of a crime?** (For the purpose of this question, "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended, deferred or dismissed). **Examples:** Driving while license suspended / revoked, reckless driving, DUI, assault, domestic violence, prostitution etc.
- Have you ever been convicted of possession of a controlled substance or crimes related to controlled substances?** (For the purpose of this question, "convicted" includes (1) all instances in which a plea of guilty or nolo contendere is the basis of conviction, and (2) all proceedings in which a sentence has been suspended, deferred or dismissed.)

Sign here if you have not been convicted of any of the above, including crimes as they may have been renamed.

Section C – Formal Declaration

An inquiry to the Washington State Patrol and the Federal Bureau of Investigation may be made on selected applicants. If the information provided or answer(s) to any question on the application change prior to being approved, I understand that I must immediately notify Highline Public Schools and provide an update.

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under laws of the State of Washington that the foregoing is true and correct. I understand and acknowledge that if I provided false or incomplete statements, the district may, at its sole discretion and without notice or due process procedures, terminate my volunteer status with the district immediately. Highline Public Schools reserves the right to terminate or revoke a volunteer's status at any time.

Print Full Name

Signature

Date