

Academy District 20
Volunteer Application Form

SCHOOL/LOCATION

APPLICANT TESTIMONY – RELEASE FOR VERIFYING BACKGROUND INFORMATION

As a condition for volunteering in Academy District 20, a Colorado Bureau of Investigation (CBI) review is required. Please note that some volunteer opportunities may require fingerprinting. To conduct this review, it is mandatory to provide your date of birth.

I hereby certify that the information contained in this Volunteer Application Form is true and correct to the best of my knowledge. I agree to have any of the information checked by the school district. I authorize the references listed, as well as any other individuals whom the district contacts (including my current employer, former employers, and any government or law enforcement agency), to provide Academy District 20, any and all information concerning my previous or current employment. I understand that if I limit the district's right to contact persons/organizations deemed necessary by the district, the request to volunteer may not be considered further. Also, I release all parties and persons from any and all liability for any damages that may result as a consequence of furnishing such information to the district or any of its agents, staff members, or representatives for purposes related to this form or my request to volunteer. If I feel there are errors or inaccuracies in my FBI/CBI record, I will contact a Director for Human Resources. **I understand that ANY misrepresentation, falsification, or material omission of information on this form may result in my being denied the opportunity to volunteer in Academy District 20.** I understand these forms are kept on file and will remain the property of Academy District 20.

SIGNATURE

DATE

LEGAL LAST NAME

LEGAL FIRST NAME

MIDDLE NAME

HOME ADDRESS

CITY

STATE

ZIP

BEST CONTACT PHONE NUMBER

E-MAIL

DATE OF BIRTH

SOCIAL SECURITY NUMBER – required for background check

Notice of Nondiscrimination

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado law and district administrative policy AC (Nondiscrimination/Equal Opportunity), Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.

The following person has been identified as the compliance officer for the district:

General Counsel; Academy District 20; 1110 Chapel Hills Drive; Colorado Springs, CO 80920; 719-234-1200

Human Resources Use Only:

Screening: Clear Not Clear

CBI: Clear Not Clear

Fingerprints: Yes No

Initials: _____

Date: _____

Cleared: Yes No

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<i>Written response received from volunteer?</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO

APPLICANT TESTIMONY – BACKGROUND REPORT

Academy District 20 requires all volunteers to submit a BACKGROUND REPORT FORM and APPLICANT TESTIMONY certifying that the volunteer HAS or HAS NEVER BEEN convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction). Individuals must report any convictions* that occur subsequent to the time they initially completed this form. **Please read carefully and answer every question. Circle your responses. If you answer YES to any of the questions below, please explain in detail on a separate sheet of paper, referring by number to the appropriate question. Please type or print clearly.** *Conviction of a crime is not an automatic bar to volunteering. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying to volunteer.*

LEGAL LAST NAME	LEGAL FIRST NAME	M.I.
1. Have you ever been convicted** of a felony?		<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have you ever been convicted of a misdemeanor other than minor traffic violations?		<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have you ever been convicted of a DUI?		<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Have you ever been convicted of a sex or drug-related offense?		<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense or has any court entered a deferred sentence or deferred judgement against you?		<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have you ever been placed on probation?		<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving a child?		<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Have you ever been dismissed, or have you resigned from a position as a result of an allegation of unlawful behavior, involving a child, including unlawful sexual behavior?		<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Have you ever had any professional licenses (<i>including teaching certificates/licenses</i>) suspended, annulled or revoked <i>in any state or country</i> ?		<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Have you ever been dishonorably discharged from the military?		<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Have you ever been involuntarily terminated from any employment or asked to resign from employment?		<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Have you ever been non-renewed or refused a continuing contract?		<input type="checkbox"/> YES <input type="checkbox"/> NO
13. Have you ever resigned to avoid termination of employment or to avoid non-renewal of a contract?		<input type="checkbox"/> YES <input type="checkbox"/> NO

* CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

** CONVICTED means a conviction by a jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, and the imposition of a deferred or suspended sentence by the Court.

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LAST NAME _____

FIRST NAME _____

MIDDLE NAME _____

Have **fingerprints** been completed for Academy District 20 in the past? YES NO

If yes, please include the date and year. _____

REFERENCES: List three persons who are familiar with your work.

Name: _____

Phone Number: _____

Position: _____

Name: _____

Phone Number: _____

Position: _____

Name: _____

Phone Number: _____

Position: _____

Are you a Parent/Legal Guardian of a current Academy District 20 student(s)? YES NO

If YES, please list below:

	Student Name	Current School	Anticipated ASD20 Graduation Year
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____



VOLUNTEER CONFIDENTIALITY REQUIREMENTS

Confidentiality of Student Records: In accordance with Academy District 20 Administrative Policy JRA/JRC, all student records are considered to be of a confidential nature and all Academy 20 staff need to ensure the confidentiality of information not be shared with students, or the public, without the written consent of parents or other authorized entity. **The building principal is the official custodian of student education records in his or her building, and all inquiries regarding student records needs to be directed to the building principal.** Administrative Policy JRA/JRC can be read on the internet on the district website at www.asd20.org.

Academy District 20 staff should take appropriate steps to protect the privacy of students. **Allowing students or others access to student’s grades, discipline records, IEP’s, 504 Plans, or related private information may violate the requirements of the Family Educational Rights and Privacy Act (FERPA) regarding personally identifiable information. Student phone numbers and addresses are also to remain confidential.**

In order to safeguard students’ rights under FERPA the following rules must be observed by district staff when working with volunteers or student assistants in the classroom:

- Volunteers and/or student assistants do not hand back assignments to students in the class where grades are visible.
- Volunteers or student assistants do not grade student work.
- Volunteers and/or student assistants shall not enter grades into the teacher’s grade book, electronic or otherwise.

Some documents shall **never** be seen or handled by anyone other than the appropriate school personnel. These documents include:

- | | |
|---|---------------------------|
| Teacher’s Grade Book or Record | Child Abuse Reports |
| Department of Human Services (DHS) Reports | 504 Evaluations |
| Disciplinary Files | Special Education Records |
| Permanent School Records (cumulative files) | Health/Medical Records |

Information received or observed regarding individual students must remain confidential and their privacy rights maintained at all times.

CONFIDENTIALITY AGREEMENT

I have read, understand the above information, and agree to abide by these requirements.

Printed Name

Signature

Date

(Printed document only required in lieu of electronic acceptance.)