

Application for volunteers

Form HR-011
Revised 1/29/2016



Personal information

Name _____

Preferred phone _____

Preferred email _____

Mailing address _____

street / box

city / state / zip

Social Security #

- -

Date of Birth

- -

Physical address _____

street

city / state / zip

Have you volunteered for Mingo County Schools in the past?

YES

NO

Have you volunteered or are you now volunteering for another school district or public agency?

YES, CURRENTLY

YES, IN THE PAST

NO

If yes, which district / agency? _____

When would you be available to begin volunteering for Mingo County Schools? _____

References

List three professional or personal references.

REFERENCE	JOB TITLE	EMPLOYER	PHONE / EMAIL

School(s) at which you wish to volunteer

- | | |
|---|--|
| <input type="checkbox"/> BURCH ELEM. | <input type="checkbox"/> LENORE |
| <input type="checkbox"/> BURCH MIDDLE | <input type="checkbox"/> MATEWAN |
| <input type="checkbox"/> DINGESS | <input type="checkbox"/> WILLIAMSON |
| <input type="checkbox"/> GILBERT ELEM. | <input type="checkbox"/> MINGO CENTRAL |
| <input type="checkbox"/> GILBERT MIDDLE | <input type="checkbox"/> TUG VALLEY |
| <input type="checkbox"/> KERMIT | |

Applicant signature and acknowledgement

By signing here, I certify that I am the above named applicant and that I submit this application so that I may be considered as a volunteer in a school(s) in the Mingo County public school system. I acknowledge that I have read and understand Mingo County Board of Education Policy 3210.09 and that the information I have provided with this application is true and accurate. I further acknowledge that I understand that the opportunity to volunteer is at the discretion of the Superintendent or the Superintendent's designee, and/or the principal(s) of the school(s) at which I wish to volunteer.

SIGNATURE

DATE

FOR OFFICE
USE ONLY

DATE RECEIVED

SOURCE

Disclosure of background information

Before you are allowed to volunteer with Mingo County Schools, you will be subject to a background check performed by the West Virginia State Police and / or the Federal Bureau of Investigation. As part of this background check, any prior arrests, charges, and convictions for misdemeanor and felony offenses will be made known. It is highly encouraged that you accurately and completely answer the questions below.

If you answer "YES" to any of the following questions, you **must** also submit a narrative explanation of your choice with your application. The narrative should include dates, locations, school systems, and any and all other information necessary to explain the circumstance(s) in detail.

IT IS IN YOUR BEST INTEREST TO DISCLOSE BACKGROUND INFORMATION NOW RATHER THAN ALLOWING INITIAL DISCOVERY THROUGH THE BACKGROUND CHECK. ANY INFORMATION NOT DISCLOSED HERE MAY BE CONSIDERED A FALSIFICATION OF YOUR APPLICATION FOR VOLUNTEERING AND MAY BE GROUNDS FOR DENIAL OF YOUR APPLICATION AND/OR YOUR REMOVAL FROM THE APPROVED VOLUNTEERS LIST.

Have you ever had adverse action taken against any application, certificate or license in any state? Adverse action includes but is not limited to the following: letter of warning, reprimand, denial, suspension, revocation, voluntary surrender, or cancellation.

YES

NO

Have you ever been disciplined, reprimanded, suspended, or discharged from any employment because of allegations of misconduct?

YES

NO

Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of alleged misconduct?

YES

NO

Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

YES

NO

Have you ever been arrested, charged with, convicted of, or are currently under indictment for a felony?*

YES

NO

Have you ever been arrested, charged with, or convicted of a misdemeanor? (For the purpose of this application, minor traffic violations should not be reported. Charges or convictions for driving while intoxicated [DWI] or driving under the influence of alcohol or other drugs [DUI] must be reported.)*

YES

NO

Have you ever been found to have committed or contributed to, or been accused of committing or contributing to, abuse and / or neglect of a child and / or an adult?

YES

NO

* For a YES response to these items, the following must be included for all charges, including those that have been dismissed or expunged: judgment order, final order, or magistrate court documentation AND all other relevant court documentation.