

KIMBERLY AREA SCHOOL DISTRICT



VOLUNTEER BACKGROUND CHECKS

Thank you for considering the Kimberly Area School District as a place to donate your time and talent. We appreciate the many volunteers who generously give of their time to make our District a better place for children to learn and grow. Without the assistance of our many volunteers, the educational experience of the children of our district would be considerably lessened. It is vitally important that the environment in which our children learn, and in which our employees and volunteers work, is a safe one. For this reason the District routinely conducts criminal background screenings on its new employees and volunteers.

The District welcomes all those who wish to volunteer in our school and presumes that all interested persons are qualified to volunteer. Volunteer service in our District is a privilege, not a right; therefore, there are certain circumstances which may disqualify a person from serving as a volunteer.

I. BACKGROUND CHECK PROCEDURES

We ask that **background check forms be turned in at least 2 weeks prior to volunteering** (i.e. attending a fieldtrip) in order to give the background check vendor time to process the check. Unfortunately, if we do not receive the background check form prior to 2 weeks, you will not be permitted to attend the fieldtrip.

Once approved by the background check vendor, it is the responsibility of the building principal to determine if, and when, the person may serve as a volunteer in that building.

A. Grounds for Disqualification:

Criminal background screens will be reviewed and the district and/or background check vendor reserve the right to reject any volunteer application or disqualify any current volunteer for any reason not prohibited by law or District policy or background check vendor policy.

In addition:

Failure to accurately and fully disclose on the volunteer background check form any requested information, and especially the failure to disclose prior felony arrests or convictions; or the falsification of any requested information, may be grounds for disqualification as a volunteer.

A person is disqualified from service as a volunteer while on probation or parole or while serving any portion of a criminal sentence, i.e. while serving court ordered community service time, while on work release, etc.

Previously cleared volunteers are required to notify the Human Resources Department of a new arrest or conviction of a crime. Failure to self-report may be grounds for disqualification as a volunteer.

In addition to the foregoing, the District reserves the right to reject a volunteer applicant or to disqualify a current volunteer if the administration, in its sole discretion, deems it to be in the best interest or welfare of the District to do so.

II. RENEWAL OF VOLUNTEER STATUS

Volunteers will need to reapply and complete a new background check form at a minimum of every 5 years. The person will once again become eligible to volunteer after the completion of the criminal background screening process and the approval of his/her volunteer application by the District and/or background check vendor.

III. STATUS FOLLOWING DISQUALIFICATION

The decision to reject or suspend a person's volunteer application or to permanently or temporarily disqualify a current volunteer, only affects their volunteer status. Such persons may continue to be present at school activities in the same manner that non-volunteer members of the public are allowed to be present. However, the circumstances which resulted in the denial or loss of volunteer status may also be the basis for a decision made independent of the volunteer process to limit or restrict the person's presence on school grounds, at school activities, or to interact with students.



KIMBERLY AREA SCHOOL DISTRICT

Volunteer Background Check Form

I understand that I am applying for a volunteer position with the Kimberly Area School District and am required to have a volunteer background investigation completed. I understand that the following personal records are subject to being queried and reviewed by Diversified Investigations, LLC:

☒ Social Security/Address Verification ☒ Local Law Enforcement Queries ☒ Sexual Offender Database Queries ☒ Public Database Queries
☒ State Criminal/Civil Queries

Overnight Chaperone: ☐ Yes ☐ No

First Name:	Middle Name:	Last Name:	
Street Address:	City:	State:	Zip Code:
Are you a current employee or current member of our substitute staff (paraprofessional, noon hour supervisor, or teacher)?			
<input type="checkbox"/> Yes (If yes, STOP!) No other information is needed. Please sign form below and return this form to the school office)			
<input type="checkbox"/> No (If no, please complete form, sign and return to the school office)			
Other Names As Applicable:		Ethnicity/Race:	
		<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White	
Date of Birth: - -	Social Security Number: - -	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Email Address:	State:	Phone Number: - -	

Do you have a pending criminal charge or have you ever pled guilty, or no contest/nolo contendere, to or been convicted of a traffic or ordinance violation (such as inappropriate use of drugs or alcohol and/or harm to another person), misdemeanor, or felony? ☐ No ☐ Yes

If yes, please explain (If you need more space, please attach a separate sheet of paper):

Please list ALL previous cities and states in which you resided since 18 years of age starting with the most recent. If you need more space, please attach a separate sheet of paper.

City:	State:	Month (yy):	Year (yyyy):

AUTHORIZATION AND RELEASE

I hereby certify that all information provided in this consent form is true, correct and complete to the best of my knowledge. If any information proves to be incorrect or incomplete, I understand that grounds for canceling of any and all volunteer opportunities will exist and may be used at the discretion of the District. I further understand that if while serving as a volunteer I receive a new arrest or conviction not previously reported, I must immediately report that arrest or conviction to Human Resources. The Kimberly Area School District, its employees, and its agents (Diversified Investigation, LLC) are hereby authorized, at the time of my completing this form or during the course of my volunteering, to obtain from any source, information regarding my criminal background, experience, competence, education, or character as relates to the position for which I applied for. The Kimberly Area School District reserves the right to use or not to use the service of a volunteer.

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the Kimberly Area School District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I further understand that the results of this investigation will be forwarded to Kimberly Area School District and its agents (Diversified Investigations, LLC) will not discuss the findings of the investigation with anyone other than appropriate members of the Kimberly Area School District staff. I understand that this background investigation will not be used for any purpose other than assessing my suitability for the position for which I have applied/volunteered/am employed.

I further understand that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

Therefore, I do hereby grant permission for Kimberly Area School District, and Diversified Investigations, LLC to conduct a volunteer background investigation. I understand that this consent is revocable. All information is subject to the Fair Credit Reporting Act (FCRA –see <http://www.consumerfinance.gov/learnmore>).

A photocopy of this authorization shall be for intent and purpose as valid as the original. You may retain the photocopy for your files.

SIGNATURE _____

DATE _____

<p>The Kimberly Area School District does not discriminate against candidates on the basis of race, color, creed, marital status, sex (including transgender status, change of sex, sexual orientation, gender expression, gender transition, gender identity or sexual identity), pregnancy, ancestry, political belief or activity, military or veteran's status, arrest or conviction record, use or non-use of lawful products, religion, national origin, age, disability, or any other status protected by law. Concerns or questions should be directed to the District's Compliance Officer, the Director of Human Resources, at Kimberly Area School District, 425 S. Washington Street, Combined Locks, WI 54113. We are an equal opportunity employer.</p>
