Application for volunteers
Form HR-011
Revised 2/21/2017

Mingo County Schools
Preparing today’s learners for the challenges of tomorrow

Personal information

Name _____________________________

Preferred phone _____________________________

Preferred email _____________________________

Mailing address _____________________________

Physical address _____________________________

Social Security # _____________________________

Date of Birth _____________________________

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.

<table>
<thead>
<tr>
<th>REFERENCE</th>
<th>JOB TITLE</th>
<th>EMPLOYER</th>
<th>PHONE / EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

School(s) at which you wish to volunteer

☐ BURCH  ☐ LENORE
☐ DINGESS  ☐ MATEWAN
☐ GILBERT ELEM.  ☐ WILLIAMSON
☐ GILBERT MIDDLE  ☐ MINGO CENTRAL
☐ KERMIT  ☐ TUG VALLEY

PLEASE PROVIDE PROOF OF IDENTIFICATION TO THE PERSON WHO RECEIVES THIS FORM FROM YOU. VALID PHOTO ID, SUCH AS A DRIVER’S LICENSE OR PASSPORT, MAY BE SUFFICIENT.

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

Page 1 of 2
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.