

**China Spring Independent School District**  
**Volunteer Program Application Form 2016-2017**

(Please print clearly or type)

**PERSONAL DATA**

Name \_\_\_\_\_  
Last First Middle Maiden/other

Home Mailing Address \_\_\_\_\_  
Street City Zip

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_

**\*\* We will email you once you are approved to volunteer so please write legibly.**

Your Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Experience working with children: \_\_\_\_\_

Years of Volunteer service to CSISD (including this year) \_\_\_\_\_

**TYPE OF VOLUNTEER SERVICE PREFERRED (Circle all that apply):**

- |   |  |                        |
|---|--|------------------------|
| Listen to students read   | Assist with displays / bulletin boards | Read aloud to students |
| Assist with art activities  | Room Mother                            | Campus Greeter (Elem)  |
| Math Tutor  | Assistant Room Mother                  | Office help            |
| Classroom Assistant   | Lunch Room Monitor                     | Library Assistant      |
| Mentor  | Band Assistant                         | Choir Assistant        |
| Dance Assistant   | Cheerleader Assistant                  | Music Class Assistant  |
| Theatre Arts Assistant  | UIL Assistant                          | Watchdog               |
| Field Trip Chaperone (* MUST have prior approval of trip sponsor) |  |                        |

Other \_\_\_\_\_ Special expertise to share in classroom \_\_\_\_\_

Please indicate the days and hours you can serve: \_\_\_\_\_

PERSON(S) TO CONTACT IN CASE OF AN EMERGENCY (List name and contact number): \_\_\_\_\_

As a prospective volunteer, I agree to conform to the policies and rules of China Spring ISD. I have read both the Guidelines for Volunteers, the Code for Volunteers, and the district policy for criminal background checks in the handbook, and agree to uphold these principles in my volunteer work.

I agree that information changes and I understand it is my responsibility to update contact information at the central administration office, HR Department , as needed at 836-1115.

I understand according to CSISD policy, volunteers are required to complete a new Volunteer Application and background check consent each school year. **Per state mandated requirements I have included a valid, current government issued photo ID or drivers' license with my application.**

**VOLUNTEER SIGNATURE**

**CAMPUS**

**DATE**

**PLEASE RETURN VOLUNTEER APPLICATION FORM TO THE SCHOOL OFFICE.**

**SCHOOL OFFICE INSTRUCTIONS:** SEND APPLICATION FORM WITH PHOTO ID; THE CONSENT TO PERFORM BACKGROUND CHECK FORM , SIGNED RECEIPT FOR DISTRICT BACKGROUND CHECK POLICY & COPY OF CURRENT DRIVER LICENSE TO THE CENTRAL ADMINISTRATION OFFICE, HR DEPARTMENT, FOR PROCESSING & APPROVAL. UPON APPROVAL, HR DEPARTMENT WILL NOTIFY APPLICANT AND SCHOOL OFFICE. THE DISTRICT APPROVED VOLUNTEER LIST IS POSTED ON THE DISTRICT WEBSITE, STAFF LINK.

**CHINA SPRING INDEPENDENT SCHOOL DISTRICT - Volunteer  
Consent to Perform Investigative Background Report 2016-2017  
(In Compliance with the FCRA)**

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Last Name First Name Middle Initial or name

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Maiden or other name(s) aka (also known as) used in any and all other records of birth or residence.

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Address Apartment or #

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City County State Zip

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Date of Birth Social Security Number Driver's License or State ID# \*Gender \*Race

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\*To be used for criminal history checks only & not a part of the personnel file.

In connection with my application for employment, volunteerism, or my continued employment, I have been advised and I hereby consent and authorize China Spring ISD and its agent, at any time during or subsequent to my application process or employment, to conduct an investigative consumer background report that may include, but is not limited to, a criminal record check, employment and education verifications; personal references; personal interviews; and driving record. I understand I am required to provide a copy of a current government issued photo ID or valid driver's license. I do hereby consent to China Spring ISD the use of any information provided on this form during the application and/or employment process in performing the background report. China Spring ISD has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment/volunteerism. I agree to release, indemnify and hold harmless China Spring ISD and any reporting agency China Spring ISD uses with regard to any information reported by the reporting agency. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from a consumer reporting agency. If so, I will be notified and given the name, address, and phone number of the agency which provided the information. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of China Spring ISD. Under the fair credit reporting act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information. I acknowledge that facsimile, copy or email shall be as valid as the original.

The following are my responses to questions about my criminal history (if any).

1. Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (exclude minor traffic

Misdemeanors). YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please provide details below:

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: / /

Details of Conviction:

2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, provide details below:

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: / /

Details of Conviction:

3. Have you ever received probation or community supervision for any federal, state or municipal offense?

YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, provide details below:

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: / /

Details of Supervision:

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If YES, provide details below:

Country: \_\_\_\_\_ City: \_\_\_\_\_ Date of Offense: / / \_\_\_\_\_  
Details of Conviction: \_\_\_\_\_

5. As of the date of this consent form, do you have any pending charges against you? YES \_\_\_\_\_ NO \_\_\_\_\_  
If YES, please provide details below:

State: \_\_\_\_\_ County: \_\_\_\_\_ Date of Offense: / / \_\_\_\_\_  
Details of pending charges: \_\_\_\_\_

**LIST ALL CITIES/TOWNS, COUNTIES, STATES & COUNTRIES OF RESIDENCE SINCE AGE 18.**

<u>City/Town</u>	<u>County</u>	<u>State</u>	<u>Country</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Personal Statement**

I hereby certify that all information provided in this consent form is true, correct and complete. If any information proves to be incorrect or incomplete, I understand that grounds for canceling of any and all offers of employment / volunteerism will exist and may be used at the discretion of China Spring ISD.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant (Print Name) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

# Receipt for Criminal Background Policy for Employees and Volunteers & the Volunteer Handbook

(located on CSISD website under the parent link)  
**2016-2017**

Name \_\_\_\_\_

Campus/department \_\_\_\_\_

I hereby acknowledge receipt (online) of my personal copy of the China Spring ISD Criminal Background Policy for Employees and Volunteers and the Volunteer Handbook. I agree to read this policy and handbook and will abide by the standards, policies, and procedures defined or referenced in these documents.

The information in these documents is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this publication. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform the central business office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my campus principal/supervisor or the central business office if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note:

**Employees** - Secretaries will submit all completed and signed copies to the central business office.

**Volunteers** - Sign, date and return this form with the Criminal Background Authorization Form, current government issued photo ID & the Volunteer Application Form to your campus office. Campus will send to the central business office.