



Human Resources

VOLUNTEER INFO

(Please Print Clearly)

Superintendent
Dorma Baker

NAME _____ SITE/DEPT _____

ADDRESS _____ HOME/CELL PHONE _____

What will you be volunteering for?

How often will you be volunteering?

Every Day
 _____ Times per week

One time Chaperone for field trip
 _____ Times per month

Other _____

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes No If yes, list all convictions below. **Also attach an explanation sheet to include: offense, date, place of conviction, sentence and date of release from custody and/or probation/parole.**

(A conviction will not automatically bar you from consideration for employment/service. However, if you fail to disclose the fact of a conviction, that failure will result in disqualification from the employment/service process. Education Code prohibits hiring individuals convicted on narcotics or sex offenses, or serious and violent crimes mandated under AB 1610 and AB 1612. Fingerprint criminal history clearance is required by law of all school employees/volunteers prior to date of employment/service.)

Assistant
Superintendent,
Dr. Albert J.
Roman
Human Resources
Department

Human Resources
Directors

Robb Mayeda
&
Pam Shanks

Describe nature of offense	Felony or Misdemeanor	Date of Offense	City & State of Conviction

Signature _____

Date _____

HR Use Only:	<input type="checkbox"/> Site notified	<input type="checkbox"/> Cleared
	____ Initials	<input type="checkbox"/> Not cleared

BACKGROUND DISCLOSURE FORM FOR VOLUNTEERS

Pajaro Valley Unified School District actively encourages parent involvement in ongoing activities at the site and district levels. Our goal is to make school participation frequent and high quality. Children benefit from the active inclusion of parents during their school day and during extra curricular activities.

California state law requires District employees and prospective employees and independent contractors to undergo background checks to ensure that such persons have not been convicted of serious or violent felonies. To protect the safety of its students, the District requires similar background check before allowing volunteers to have routine contact with students.

I authorize the Pajaro Valley Unified School District to conduct a background investigation through the California Department of Justice and/or the Federal Bureau of Investigation and authorize release of information in connection with my application for volunteer service. I waive the right of access to any such information and without limitation hereby release the Pajaro Valley Unified School District and the reference source from any liability in connection with its release or use.

I understand that background check must be completed before volunteer service begins.

Please print full legal name: _____

Signature: _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Site where Volunteer services will be rendered and date to begin:

Office Manager:

1. Have volunteer complete this form
2. Send completed form via FAX 761-6018 to Human Resources
3. Human Resources will review and determine if volunteer needs to be fingerprinted **BEFORE** volunteering.
4. Human Resources will notify you by phone whether or not to send volunteer for fingerprinting or if they are cleared to volunteer without fingerprinting.
5. Hours for fingerprinting:

Monday	8:30 am – 11:30 am
Wednesday	1:00 pm – 4:00 pm
Thursday	1:00 pm – 4:00 pm