

## VOLUNTEER APPLICATION FORM

**~MUST BE SIGNED BY THE PRINCIPAL AND PROVIDED TO HR AT THE TIME OF FINGERPRINTING~**

**\*It is requested volunteers complete a background check at least one week prior to the field trip\***

**Volunteers must complete the Code of Conduct training and Signature form before fingerprinting or volunteering**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
First M Last

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code \_\_\_\_\_

School Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_ Field Trip Date: \_\_\_\_\_

Do you have children or relatives who attend the school where you will be volunteering? Yes  No

If yes, will you be volunteering only in the classroom of your child/relative? Yes  No

**Please answer the following questions:**

a. Have you ever been convicted of a violation of law other than a minor traffic violation?..... Yes  No

b. Have you ever pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding?..... Yes  No

c. Have you ever been placed on probation in conjunction with a criminal charge or conviction?..... Yes  No

d. Are any criminal charges or proceedings pending against you?..... Yes  No

*If you have answered yes to any of the above, provide a statement explaining the circumstances to Human Resources.*

In the last three (3) years, have you worked in a PAID position where you were required to directly care for, supervise, control or have custody of a child? Yes  No  If yes, please provide the following information:

Company Name \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Supervisor Phone # \_\_\_\_\_ Supervisor Email \_\_\_\_\_

### AGREEMENT (Utah Code 53A-15-1511)

I certify that the answers given are true and correct to the best of my knowledge. I authorize Jordan School District to make such investigations and inquiries of my personal employment, and other related matters, as may be necessary in arriving at a decision. I authorize the Jordan School District to contact my current/most recent qualifying employer(s) requesting information regarding any employment action taken or discipline imposed against me for the physical or sexual abuse of a child or student and agree to hold harmless said employer(s) for good faith disclosure of requested information. In accordance with Utah State law, Jordan School District may conduct a criminal background check and I hereby waive my rights to further written notice of such. I understand that false or misleading information I provide on this document or in interview(s) may result in denial of volunteer opportunities. I understand, also, that I am required to abide by all rules and regulations of the Jordan School District.

I agree that all the work I perform will be non-compensable. I am aware this volunteer position will be providing support services to students and/or Jordan School District and I hereby declare I am able to perform the duties without endangering myself or others. I hereby release and hold harmless Jordan School District, its officials, employees, agents and insurers from any and all liabilities in connection with or arising out of my volunteering. As a volunteer, I agree to dress appropriately.

**If you have previously completed a volunteer fingerprint with Jordan School District, BEFORE you schedule a fingerprint appointment, your school's office personnel should email Human Resources to verify if you need to complete a fingerprint.**

\_\_\_\_\_  
**Signature of Volunteer**

\_\_\_\_\_  
**Date**

\* If this volunteer will not have "Significant Unsupervised Access" to students, maintain a copy of this form in your school file only.

**Under my direction, the above listed volunteer will have "Significant Unsupervised Access" to students within my school. If the volunteer is a new volunteer at my school and answered "Yes" in Box 3, I am required by Utah Code to attempt to contact his/her supervisor to verify the following reference information: "Has this person had any employment action taken, or discipline imposed against him/her, for the physical or sexual abuse of a child or student?"** Yes  No  If yes, details are listed: \_\_\_\_\_

**If yes, the volunteer will not be allowed unsupervised access to students until a background check is cleared by Human Resources.**

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Reference by \_\_\_\_\_ . Contacted \_\_\_\_\_ by (Email/Phone) on \_\_\_\_\_. Status: Message/Complete  
Name of Employee checking reference Person contacted Circle one Date Contacted Circle One

**I verify this volunteer has completed the Code of Conduct training and has submitted the Signature Form to our school.**

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**

**THIS VOLUNTEER APPLICATION MUST BE RENEWED ANNUALLY**