

# Weatherford ISD Volunteer Program

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February 9, 2010

## **Volunteer Application Paperwork Changes Effective February 3, 2010**

Volunteers are now required by the Texas Department of Public Safety to complete an additional form with their volunteer application.

There are now three forms to complete:

- Weatherford ISD Volunteer Application Form
- DPS Computerized Criminal History (CCH) Verification Form (NEW)
- Criminal History Record Information Request

Please note that Weatherford ISD does not require volunteers to go through the fingerprinting process.

If you have any questions, please give me a call or send me an email.

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# Weatherford ISD Volunteer Application 2009-2010

*Volunteers are the heart of our District!*

New Volunteer

Returning Volunteer

Field Trip Only Volunteer

Name: \_\_\_\_\_ Spouse: \_\_\_\_\_  
Last First

Mailing Address: \_\_\_\_\_  
Street City/State/Zip

Today's Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Birthday: \_\_\_\_\_  
Month/Day

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Child(ren)'s Name(s), Grade & Teacher: \_\_\_\_\_

Type of Volunteer Service Preferred:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Instructional Tutor | <input type="checkbox"/> Library Aide           | <input type="checkbox"/> Classroom Asst.    |
| <input type="checkbox"/> Reading             | <input type="checkbox"/> Special Projects Aide  | <input type="checkbox"/> Mentor/Listener    |
| <input type="checkbox"/> Math                | <input type="checkbox"/> Production Center Aide | <input type="checkbox"/> Clerical (Office)  |
| <input type="checkbox"/> Adult Ed./GED/ESL   | <input type="checkbox"/> Field Trip             | <input type="checkbox"/> Booster Club _____ |
| <input type="checkbox"/> Special Education   | <input type="checkbox"/> Computer Aide          | <input type="checkbox"/> Clinic Aide        |

Experience Working with Children: \_\_\_\_\_

If you are able to volunteer on a regular basis, please indicate the days/times you most prefer:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Please **circle** the school(s) where you are interested in volunteering:

- Austin      Crockett      Curtis      Ikard      Martin      Seguin      Wright  
 Hall Middle School      Tison Middle School      Ninth Grade Center      WHS

Please list a personal reference, including address and phone number:

\_\_\_\_\_  
Name Address Phone

Person to contact in case of an emergency:

\_\_\_\_\_  
Name Address Phone

*Note: To ensure the safety of volunteers, students, and staff, a criminal record check is completed on each volunteer application.*

I do not wish to have my personal information released publicly.

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

APPLICANT or EMPLOYEE NAME (Please print)

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES <input type="checkbox"/>	NO <input type="checkbox"/> _____ initial
Purpose of CCH: _____	
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

**CRIMINAL HISTORY RECORD INFORMATION REQUEST**

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**Confidential\***

The Weatherford Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

*Please print.*

Name \_\_\_\_\_  
*Last First Middle*

Social Security Number \_\_\_\_\_ Date of birth \_\_\_\_\_

Driver's License \_\_\_\_\_  
*State and Number*

Mailing Address \_\_\_\_\_  
*Street City State Zip*

Sex:  Male  Female Ethnicity:  Black  White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used *solely* for the purpose of obtaining criminal history record information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* This form will be removed from the application and filed separately in the Community Relations office.