



**VOLUNTEERS:** The tremendous responsibility the Lake Country School District has to its school children and community necessitates the following information from all applicants regarding convictions\*. A record of conviction does not prohibit your volunteering for the District; however failure to complete this form accurately and completely may mean disqualification from consideration for volunteering or may be cause for removal if engaged as a volunteer. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

(When completed, please return this form to the school office.)

**BACKGROUND CHECK FOR VOLUNTEERS & EMPLOYEES**

(Required for all volunteers & employees who work within the school)

**CERTIFICATION AND RELEASE**

Name: \_\_\_\_\_

(Last) (First) (M.I.)

Other names used \_\_\_\_\_ Dates of Usage \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver's License # \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Have you ever lived in a state other than WI? Yes No      If Yes, which state: \_\_\_\_\_

Have you ever been convicted\*of or do you presently have pending any violations of law other than minor traffic violations? (In accordance with state law convictions or pending charges will not be used or considered unless they are substantially related to circumstances of the particular job.)

No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please fill in the information below and attach a letter of explanation. If you have more than two convictions or pending charges, list them on a separate sheet.



**Conviction Information**

<b>Conviction Information</b>	<b>Date of Conviction</b>	<b>Court of Conviction</b>
City	Amount of Fine (if Any)	Length of Incarceration (if Any)
Remarks	Length and Terms of Probation	
<b>Conviction Information</b>	<b>Date of Conviction</b>	<b>Court of Conviction</b>
City	Amount of Fine (if Any)	Length of Incarceration (if Any)
Remarks	Length and Terms of Probation	

\*Conviction means the final judgment of a verdict or a finding of guilty, plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does **not** include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

I authorize the Lake Country School District and/or The Wisconsin Department of Justice Crime Information Bureau (CIB), to investigate all statements contained in my application for volunteer opportunities with the District and retrieve information relating to my past activities for purposes of such investigation from all relevant individuals and organizations, including but not limited to personnel, educational institutions, government agencies, companies, and law enforcement agencies, and consumer reporting agencies, to supply any and all information concerning my background and credit worthiness, and release the same from any liability resulting in providing such information. The information received may include, but is not limited to, employment, academic, residential, motor vehicle, consumer credit, and criminal records. I understand that I have the right to request additional information about these inquiries and any subsequent reference reports. This additional information will be provided to me upon written request to The Wisconsin Department of Justice Crime Information Bureau (CIB).

I understand that by furnishing my birth date above, the Lake Country School District and/or The Wisconsin Department of Justice Crime Information Bureau (CIB), are using that information for the sole purpose of verifying identification as part of the criminal records check and the birth date is not part of my application for volunteering opportunities. I release all parties for all liability for any damage that may result from furnishing information, including this disclosure of my date of birth and this authorization to the Lake Country School District and/or The Wisconsin Department of Justice Crime Information Bureau (CIB).

I authorize that a photocopy or fax of this authorization be accepted with the same authority as the original; and that this authorization be in effect throughout my candidacy for volunteer opportunities and, if accepted as a volunteer by the Lake Country School District, this authorization remain in effect throughout my tenure as a volunteer.

I certify that the facts set forth in this application are true and complete, and I authorize investigation of the statements I have made.

I release from any and all liability all representatives of Lake Country School District for their acts performed in good faith and without malice in connection with evaluating my application, credentials, and qualifications. I further authorize any party having information bearing upon my qualifications for employment or volunteering to release such information to Lake Country School District. I also release from any and all liability all individuals and organizations who provide information to Lake Country School District in good faith and without malice concerning my employment competencies, ethics, character, and other qualifications, including other privileged or confidential information.

I understand that any false statements or omissions concerning requested information on this application shall be a sufficient basis for denial of employment or summary dismissal. I also understand that my employment at Lake Country School District may be contingent upon the satisfactory completion of any or all of the following: criminal background check, caregiver background check, and/or investigation of my work record and references.

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Signature of Applicant/Date