

**VISITOR/VOLUNTEER APPLICATION AND INFORMATION FORM – Part I
WASHINGTON COUNTY PUBLIC SCHOOLS**

<p>Information Required For Verification of Clearance</p> <p><u>Please print</u> this Information <u>legibly</u> so it can be read</p>	<p>NAME: _____ (Last) (First) (MI)</p> <p>ALIAS/MAIDEN NAME: _____ (Please list all last names used)</p> <p>DATE OF BIRTH: _____ SEX: _____ RACE: _____</p> <p>DRIVER'S LIC # / STATE: _____</p>
<p>Visitor/Volunteer Emergency Information and contacts</p>	<p>SPOUSE: _____ WORK #: _____</p> <p>ALTERNATIVE CONTACT: _____</p> <p>HOME/CELL #: _____ WORK #: _____</p> <p>DOCTOR'S NAME: _____ PHONE #: _____</p> <p>PREFERRED HOSPITAL: _____</p> <p>MEDICAL INSURANCE: ↑YES ↑ NO INSURANCE COMPANY: _____</p> <p>LIST ANY KNOWN HEALTH PROBLEMS: _____</p>
<p>Visitor/Volunteer Personal Information for the school</p>	<p>ADDRESS: _____ (Street) (City) (State)</p> <p>HOME/CELL PHONE #: _____ WORK PHONE #: _____</p> <p>VISITOR/VOLUNTEER JOB: _____</p> <p>ROOM/TEACHER: _____ CHILD'S NAME: _____</p>

I understand that my visitor/volunteer work may be contingent upon successful completion of a background check with the Maryland State Police. I hereby certify that the information that I have given is true and accurate.

Signature of Visitor/Volunteer: _____ Date: _____

Driver's license verified by: _____ to check for correct birth date and spelling of name.
Date: _____

School: _____

Principal Approval: _____ Date: _____

- Visitor/volunteer will be working alone with students and needs criminal background check. Send application form to Human Resource Department for processing, OR;
- Visitor/volunteer will NOT be working alone with students. Place application form in school volunteer file. Do not forward to Human Resources Department.

FOR HUMAN RESOURCES USE ONLY

This is to verify that the visitor/volunteer shown above has cleared the Maryland State Police background check.

Cleared: _____ Expires: _____ Verified by: _____

Notes: _____

**WASHINGTON COUNTY PUBLIC SCHOOLS – Part II
VISITOR/VOLUNTEER DISCLOSURE STATEMENT**

Please answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date of the conviction or finding, the court(s) involved, and the penalty imposed. I understand that the Washington County Public School System may inquire of State and Federal law enforcement or other agencies and examine court of agency records regarding my criminal history and civil adjudications.

1. Have you **ever** been convicted of any crime? Yes No

The term '**convicted**' means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution.

IF YES, PLEASE EXPLAIN BELOW.

2. Have you received a final finding of "indicated" in any child abuse, child sexual abuse, or child neglect investigation? "Final" means that all appeal rights have been exhausted.
 Yes No

IF YES, PLEASE EXPLAIN BELOW.

3. Have you **ever** had findings made against you for domestic violence, abuse, exploitation or financial exploitation of a child or vulnerable adult in any civil adjudicative proceeding?
 Yes No

A civil adjudicative proceeding includes a judicial or administrative proceeding as well as findings by the Department of Social and Health Services or the Department of Health that you have not administratively challenged or appealed.

IF YES, PLEASE EXPLAIN BELOW.

Any misrepresentations or omission of facts shall be grounds for denial of volunteer opportunities.

Affidavit

Pursuant to Maryland Annotated Code, Criminal Law Article §9-101, I certify under penalty of perjury under the laws of the State of Maryland, that the foregoing is true and correct.

Print Name _____
Signature _____
Date _____
Place _____

NOTE: Please submit completed application form to Human Resources Department when criminal background check is needed due to volunteer working with students. If criminal background check is not needed, please file application form at the school-site where the volunteer will be working. Applications submitted to Human Resources will be returned to the school site for filing upon successful completion of the background check.

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