

BIGFORK SCHOOL DISTRICT NO. 38

600 Commerce Street, P.O. Box 188
Bigfork, Montana 59911
Phone (406) 837-7400 Fax (406) 837-7407

APPLICATION FOR VOLUNTEER

INSTRUCTIONS

This application must be filled out completely without reference to a resume'. All materials must be submitted to the Personnel Clerk in the District Office. A copy of your drivers license and social security card is requested.

Please Type or Print

Mr. _____
Mrs. _____
Miss _____
Ms _____

_____	_____	_____	_____
Address: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Phone Number: _____ Message Phone _____ Date: _____

Volunteer Position(s) Desired

(INDICATE ONE OR MORE - LIST ORDER OF PREFERENCE AND SUBJECTS)

- K-5 Elementary _____
- 6-8 Middle School _____
- 9-12 High School _____

Personal Data

(Please type or print)

1. Why do you seek volunteer work with Bigfork School District? _____
2. When would you be available? _____
3. Other names used (include maiden name) _____ Date of use: _____
4. Previous mailing address: _____
- | | | | |
|--------|-------|-------|----------|
| _____ | _____ | _____ | _____ |
| Street | City | State | Zip Code |
5. Have you ever volunteered for this school district before? _____ When? _____ Position _____

CONVICTION REPORT

Because of the responsibility the Bigfork School District No. 38 has to its school children and community, the following information is needed from all applicants and employees regarding convictions.* A record of conviction does not necessarily disqualify an applicant from consideration; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if employed and may result in prosecution for filing false information with a public agency. Applicants and employees must report any considerations that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the District Personnel Clerk. Please read carefully and answer every question.

PLEASE PRINT CLEARLY

a. NAME:	Last	First	Full Middle Name
OTHER NAMES USED:	(Include Maiden name, Nicknames, Etc.)		
b. Social Security Number::			
c. Have you ever been convicted of a minor offense other than a traffic violation?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
d. Have you ever been convicted of a felony?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
e. Are you now waiting trial on a felony charge?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
f. Have you ever been convicted of a sex or drug related offense?	<input type="checkbox"/> YES		<input type="checkbox"/> NO
g. Have you ever admitted or been convicted of a dangerous crime against children?	<input type="checkbox"/> YES		<input type="checkbox"/> NO

IF YOU ANSWERED YES TO ANY OF QUESTIONS C THROUGH G, ATTACH "SUPPLEMENTAL CONVICTION INFORMATION FORM" AVAILABLE FROM THE PERSONNEL CLERK.

1. Is there any other information not required by this application that you should disclose to the District so that it may accurately evaluate your fitness to work in a position of public trust with minor students? YES NO

(If you are uncertain as to the relevance or necessity to disclose a matter, trait, etc., disclose and the District will determine whether the information is pertinent). If your answer is anything other than NO, explain fully.

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate and complete.

I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of Bigfork School District No. 38.

I authorize the Bigfork School District No. 38 to make reference checks prior to employment and I will execute such documents to facilitate this investigation. (This obligation to cooperate does not cease upon employment). I understand that my employment is not finalized until the background investigation has been completed and the Bigfork School Board Trustees has officially approved my employment. I understand that misrepresentation or omission of pertinent facts or failure to cooperate in the investigation may be cause for dismissal.

Signature: _____

Date: _____

* Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty or 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.

**Please note that prior to hiring, you must submit a notarized statement, provided by the district, attesting to the fact that you have neither admitted nor committed the crimes listed below. In conjunction with this you will submit fingerprints for a background check. The crimes required to be disclosed on the affidavit are:

- | | |
|---|--|
| <ul style="list-style-type: none"> 1. Sexual abuse of a minor. 2. Incest 3. First- or second-degree murder 4. Kidnaping 5. Arson 6. Sexual assault 7. Sexual exploitation of a minor 8. Felony offenses involving contributing to the delinquency of a minor 9. Commercial sexual exploitation of a minor. 10. Felony offenses involving sale, distribution, or transportation of, offer to sell, transport, or distribute, or conspiracy to sell, transport, or distribute marijuana or dangerous drugs 11. Felony offenses involving the possession or use of marijuana or dangerous drugs. 12. Burglary in the first, second or third degree 13. Aggravated or armed robbery 14. Robbery 15. A dangerous crime against children 16. Child Abuse 17. Sexual conduct with a minor | <ul style="list-style-type: none"> 18. Molestation of a child 19. Voluntary manslaughter 20. Aggravated assault 21. Assault 22. Exploitation of minors involving drug offenses 23. Aggravated assault resulting in serious physical injury or committed by the use of a deadly weapon or dangerous instrument 24. Commercial sexual exploitation of a minor 25. Taking a child for the purpose of prostitution 26. Child prostitution 27. Involving or using minors in drug offenses |
|---|--|

APPLICATION FOR VOLUNTEER CONTINUED

Because you are applying for a position that involves working with children or the position would place you in the same environment as children, please complete the following section:

Have you, within the past seven (7) years, served any portion of a criminal sentence or been convicted of any form of violence such as assault, rape, child abuse, child molesting, extortion, blackmail, coercion, or any crime which involved drugs? NO YES If yes, explain the nature of the crime, place and date of correction or sentence.

Volunteer positions are contingent upon:

1. FBI fingerprint investigation
2. Criminal background check
3. Verification of Professional Services
4. Reference checks

APPLICANT AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the representative of Bigfork School District #38 to make such investigations and inquires of my personal employment, financial or medical history and other related matters as may be necessary in arriving at any employment decision. I hereby release employers, schools or persons from all liability in responding to inquires in connection with my application in the event of employment. I understand that false or misleading information given on my application or interview(s) may result in discharge. I understand also that I am requested to abide by all rules and regulation of the Bigfork School District.

Printed Name

Signature of Applicant

Date Signed

EEO: This district is in compliance with Federal and State equal employment opportunity laws. Qualified applicants are considered for a position without regard to race, color, sex, national origin, age, marital status or the presence of a non job-related medical condition or handicap.

BIGFORK SCHOOL DISTRICT NO. 38
POST OFFICE BOX 188, BIGFORK, MT 59911
PHONE: 406.837.7400 FAX: 406.837.7407

I, _____, am seeking employment or volunteer assignment with Bigfork School District No. 38. I acknowledge that a complete investigation into my background is necessary to protect the safety and welfare of the children in the Bigfork School District. I hereby expressly and voluntarily give the Bigfork School District the right to make a thorough investigation of my past employment, education, and activities. I specifically authorize the release of any and all information of a confidential or privileged nature, **including confidential criminal justice information as defined in Section 44-5-103(3), MCA**, to the staff of the Bigfork School District and its agents. I understand that the Bigfork School District reserves the right to use any lawful method of investigation that, in its sole discretion, it deems reasonable and necessary.

I hereby release the Bigfork School District and any organization, company, institution, or person furnishing information to the District and its agents as expressly authorized above, from any liability for damage which may result from any dissemination of the information requested, subject to the provisions of Title 44, Chapter 5, Part 3, MCA.

This document is effective until revoked in writing by me.

Signature Date

Print Full Name: _____

Print Full Address: _____

Birth Date: _____ Social Security Number: _____

State of Montana
County of Flathead

On this _____ day of _____, 20____, before me, _____, a Notary Public for the State of Montana, personally appeared _____, known to me to be the person named in the foregoing Release, and acknowledged to me that _____ executed the same as _____ free act and deed, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

(SEAL)

Signature of Notary

Printed Name of Notary
Notary Public for the State of Montana
Residing at _____
My Commission Expires _____

Fingerprint Card Information

Bigfork School District #38

Name: _____
Last First Middle

Address: _____
Street Address City State Zip

Date of Birth: ____ / ____ / ____

Social Security Number: ____ - ____ - ____

Phone Number: _____

Sex: M ____ F ____

Race: ____ A - Includes Pacific Islander, Chinese, Japanese, Polynesian, Korean, and Vietnamese
____ B - Includes African American
____ I - Includes Alaskan Native, Eskimo, and American Indian
____ U - Unknown
____ W - Includes Caucasian, Mexican, Latin, Puerto Rican, Cuban, Central/South American, and other Spanish Culture or origin, regardless of race.

Height: ____ feet ____ inches

Weight: ____ lbs.

Eyes: ____ Black (BLK)
____ Blue (BLU)
____ Brown (BRO)
____ Gray (GRY)
____ Hazel (HAZ)
____ Green (GRN)
____ Unknown (XXX)

Hair: ____ Bald (BAL)
____ Black (BLK)
____ Blonde (BLN)
____ Brown (BRO)
____ Gray (GRY)
____ Red (RED)
____ Sandy (SDY)
____ White (WHI)
____ Unknown (XXX)

State or Province of Birth: _____

NCPA/VCA Applicants

To _____:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to (write in Agency or Entity name) _____ for the position of (please be specific) _____.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act (VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

1. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
2. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
3. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.

The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name: _____

First

Middle

Maiden

Last

Date of Birth: _____

Address: _____

City

State

Zip

I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:

I have not been convicted of, nor am I under pending indictment for, any crimes

I authorize Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to Bigfork School District.

Signature of Applicant

Date



In accordance with federal law regarding notices and disclosures, MT Department of Justice requires the entity to which you are applying to work or volunteer to use this form

Applicant Rights and Consent to Fingerprint

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ by Bigfork School District that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.²

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at DOICRISS@MT.GOV 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

Name

Date

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



In accordance with federal law regarding notices and disclosures, MT Department of Justice requires the entity to which you are applying to work or volunteer to use this form

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

