

**SCHOOL VOLUNTEER APPLICATION  
LIMITED CRIMINAL HISTORY INFORMATION  
AUTHORIZATION RELEASE FORM**



*All persons who serve as a school volunteer or visit a school must submit information and be approved by a criminal background check. This Limited Criminal History background check for Indiana residents must be done each year. To comply with this, you must complete the form below and return it to the school. Please attach a photocopy of your Driver's License or present this form at the school office with your driver's license for verification of your legal name. The school will run the check prior to any contact with the students. All information is confidential.*

*If you are an out of state resident, Indiana requires an Extensive Criminal History (Indiana law as of July 1, 2009) be completed. M.S.D. of Steuben County has contracted with Safe Hiring Solutions to run these criminal histories. The Safe Hiring Solutions website is available at [msdsteuben.k12.in.us](http://msdsteuben.k12.in.us) click on **EMPLOYMENT, APPLICATIONS, AND SAFE HIRING SOLUTIONS** to use this site. Safe Hiring requires the applicant to use a credit card for the approximately \$28 charge. Allow two (2) weeks for processing. A copy of this criminal history check must be received at the central office prior to contact with students.*

School Volunteer Information: (Please Print)

\_\_\_\_\_  
(Last Name)      (First Name)      (MI)      (Maiden Name)

\_\_\_\_\_  
(Address)      (City, State, Zip)

\_\_\_\_\_  
(Date of Birth)      (Sex)      (Race)      (Telephone)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)      (Student Name)

\_\_\_\_\_  
(Grade)      (Teacher)

\_\_\_\_\_  
*Building Principal*             *Approved*        *Disapproved*

\_\_\_\_\_  
*Superintendent*             *Approved*        *Disapproved*

**School Volunteer**

## Request for Background Information

Dear Applicant:

Jobs with the Metropolitan School District of Steuben County ("School District") involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with students. All applicants for employment are expected to provide us with background information; you are not being singled out from other applicants for closer inspection. Any misrepresentation or omission of fact may be grounds for disqualification from further consideration, or for termination from employment, regardless of when the misrepresentation or omission is discovered.

Conviction of a crime, or any affirmative answer provided by you is not an automatic bar to employment. The School District will consider the nature of any conviction or alleged conduct underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between an offense or alleged conduct underlying an affirmative response and the position for which you are applying.

- A. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?
- Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Have you ever been charged with or convicted of a felony?
- Yes \_\_\_\_\_ No \_\_\_\_\_
- C. Have you ever resigned from a job after being disciplined by your employer, or after being offered the opportunity to resign rather than be terminated?
- Yes \_\_\_\_\_ No \_\_\_\_\_
- D. Have you ever been investigated for, charged with, plead guilty or "No contest" to any crime involving the sexual abuse of any person, or indecency with a minor?
- Yes \_\_\_\_\_ No \_\_\_\_\_
- E. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt, and placed you on probation or in a public service or education program?
- Yes \_\_\_\_\_ No \_\_\_\_\_
- F. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual contact with another person, or mishandling of funds, or of criminal conduct?
- Yes \_\_\_\_\_ No \_\_\_\_\_
- G. Have you ever been charged with, plead guilty or "No contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? (Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society or society in general and which are contrary to the accepted rule of right and duty between persons, including but not limited to, theft, attempted theft, murder, rape, swindling and indecency with a minor.)
- Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "yes" to any one of the previous questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved; if not involved in court please explain circumstances in detail, including the employer, type of investigation, and type of allegations. Use an additional page or pages, if necessary, and attach to this Request for Background Information and forward it to the Superintendent of Schools.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date