

PLEASE COMPLETE ALL THE INFORMATION REQUESTED ON  
BOTH SIDES OF THIS FORM - THANK YOU

## School District of Poynette Volunteer Information Form

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

**I want to be a chaperone**

Please indicate which teacher, student, and trip: \_\_\_\_\_

\_\_\_\_\_

**I want to be a school volunteer**

Indicate your preferences:

1. The type of volunteer work you want to do \_\_\_\_\_

2. The time of day you would prefer \_\_\_\_\_

3. Day(s) of the week you can be available \_\_\_\_\_

4. Number of days you are available \_\_\_\_\_

5. Total amount of time per week you can volunteer \_\_\_\_\_

*Office Use:*

*Approval Date* \_\_\_\_\_ (*Background checks every 3 years*)

**School District of Poynette**

108 N. Cleveland St.

P.O. Box 10

Poynette, WI 53955-0010

**Criminal Background Disclosure Statement**

The tremendous responsibility the School District of Poynette has to its students and community necessitates the following information from all applicants **and volunteers** regarding convictions.\* A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or **volunteer opportunities** may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Location of Birth: \_\_\_\_\_  
(Month/Date/Year) (County, State/Country)

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other Names Used: \_\_\_\_\_ Dates of Usage: \_\_\_\_\_

Have you ever been convicted\* 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** means the final judgment or a verdict or a finding of guilty, a 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 investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the School District of Poynette. I understand that my employment is not finalized until the background investigation has been completed.

I certify that the answers given by me in this application are true and correct without omissions of any kind. I agree that the District shall not be held liable in any respect if my employment is terminated because of false statements or omissions or information made by this application. In consideration of the school district's review of this application, I hereby release the District as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of this information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

It is the policy of the School District of Poynette that no person may be denied employment, or be denied the benefits of, or be discriminated against in any activity because of the person's sex, color, ancestry, disability, marital status, race creed, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, or military service membership as required by s.111.31-111.395.13, Wis. Statutes.

Office Use Only:

- SSA
- CCAP
- SO
- DOJ