



15 Arbor St., Battle Creek, MI 49015 / P 269.565.4782 / F 269.565-4784 / www.calhounhs.org

APPLICATION FOR VOLUNTEER SERVICE

Must include a copy of your Driver's License or State Identification Card with completed application

This application will be kept active for a period beginning on the date that it is completed and filed with the Human Resources office of Calhoun Community High School and expiring on June 30 of the academic calendar year in which the application is filed.

Name: _____ Date of Birth: ____/____/____
(Last) (First) (Middle Initial)

Ethnicity (circle all that apply): African Amer Amer Indian Asian Hispanic White Native Hawaiian Other

Volunteer work for which you are applying: _____ Date: _____

Classroom(s) you will be volunteering in _____

Residential Address: _____ Phone: _____
(Street) (City/State) (Zip)

Employment Address: _____ Phone: _____
(Street) (City/State) (Zip)

Present Position: _____ Date of Hire: _____

Have you ever been requested to resign or otherwise surrender your employment rights? Yes _____ No _____

Have you ever been fired from any school, other educational institution, or employment? Yes _____ No _____

If you answered "yes" to either question, please explain: _____

CRIMINAL HISTORY INFORMATION

A Criminal Record Check (CRC) is required when a volunteer is scheduled in the school District on a continuous basis (i.e. daily, weekly, and/or monthly). A CRC will be conducted through the following: Internet Criminal History Access Tool (ICHAT), Michigan Public Sex Offender Registry (PSOR), Offender Tracking Information System (OTIS), and the National Sex Offender Registry.

Have you ever been convicted of (or pled guilty to) a felony or a misdemeanor? Yes _____ No _____

If the answer to the above question is "yes," please answer each of the following questions:

- Please identify each offense of which you have been convicted: _____
- Please provide the date of the conviction(s): _____
- Please provide the state and court of conviction(s): _____

Do you currently have any felony charges pending against you? Yes _____ No _____

If the answer to the above question is "yes," please describe the nature of the pending felony charges and identify the state and court where these charges are pending: _____

I hereby authorize the Calhoun Community High School (CCHS) to inquire and verify any information contained on this application for volunteer service, and the CCHS shall not be liable for any damages, which may result from such inquiry or verification. I understand that making any misleading or untruthful statements on this application may result in my immediate termination from volunteer service. Further, the applicant understands that this application is not an offer of employment or an offer of a contract for employment with Calhoun Community High School. This application does not obligate the Calhoun Community High School in any way should it determine to offer volunteer opportunities to the applicant. I understand that this application will become a permanent part of my volunteer service records.

Signature: _____ Date: _____

HUMAN RESOURCES OFFICE USE ONLY

HR Representative: _____ Date: _____

CRC Completed: ICHAT OTIS PSOR NSOR