

Annual Adult School Volunteer Application

The volunteer application form must be completed and approved prior to volunteering. Return the completed application, with a copy of your photo ID to the Principal. Allow 3 weeks for background check. In addition, the Child Safety presentation must also be viewed by the applicant.

Date: _____ Photo ID Check: _____ Background Check: _____

The King's Academy: _____ Program/purpose: _____

Field trip: _____ filled out by TKA Administration

Name: _____
(Last name, First Name, Middle Initial) Enter exactly as it is on our photo ID.

Phone: _____ Email: _____

Physical Address: _____
(Street, City, State, Zip code)

Mailing address: _____
If different from above. (Street, City, State, Zip code)

Date of Birth: _____

I am a (please check all that apply): Parent/ Legal guardian of a student attending TKA Community Volunteer
 TKA Employee Former TKA employee Practicum Student

If you are a parent, guardian or caretaker, please list student(s) and teacher(s) names:

If you are NOT a parent, guardian or caretaker, please provide two (2) non-relative references:

(Name) (Relationship) (Phone) (Initial ref checked)

(Name) (Relationship) (Phone) (Initial ref checked)

In Case of Emergency contact:

(Name) (Relationship to you) (Phone)

Emergency Medical information/conditions: (ex: Asthma)

*Have you ever been dismissed from serving in a volunteer or leadership capacity? Yes No

*If yes, please explain: _____

You must **ALWAYS** disclose criminal information **no matter how long** it has been since the offense/arrest. **Have you EVER been arrested (even if charges were dropped)**, convicted, pled guilty, or pled no contest to:

- A criminal offense, other than a minor traffic violation, this includes, but is not limited to a felony, gross misdemeanor, misdemeanor, **DUI**, etc.) Yes No
- A drug or sexual related offense or act of violence? Yes No
- Been reported for child abuse/sexual activities involving a student or minor or had charges filed against you by a school district, state / county agency, police or court? Yes No

If "Yes", please explain the type(s) of offense(s), location(s) and date(s) in the space below. Attach a sheet if necessary.

Date: _____ Charge/ Offense _____ Disposition _____ Penalty _____ Explanation _____

Administrator Only: I have reviewed the disclosed information above and _____ accept / _____ do not accept this applicant as a volunteer on our campus. If accepted, the required background check will still be performed.

***Note: Any applicant on the active “Wants and Warrants List”, Registered Sex Offender, terrorist list or on Parole or Probation WILL NOT BE ALLOWED TO VOLUNTEER at the King’s Academy. Background checks are completed by Mobilize My Ministry. The King’s Academy reserves the right to disallow any individual from serving as a volunteer.

VOLUNTEER COMMITMENT AND PROCEDURES
READ THE FOLLOWING CAREFULLY BEFORE SIGNING AND DATING THIS APPLICATION

Screening: For the safety of students, all prospective volunteers will be asked to complete an Adult School Volunteer Application and provide a valid photo ID (international ID’s are accepted). All prospective volunteers will be given a “Background Check” pursuant to NRS 179D. Additionally, The King’s Academy, in its discretion and without a statement of reason, may require a complete criminal history check on any volunteer at any time. The King’s Academy reserves the right to disallow any individual from serving as a volunteer.

Confidentiality: What you hear and observe about students, families, and staff while volunteering in a school is confidential. Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings. For schools to provide the best environment for learning, everyone’s privacy must be respected.

Child neglect and abuse reporting: School volunteers are obligated to immediately report to their supervisor any suspected child abuse or neglect. Initial here _____

Supervision: Volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules that have been provided. Initial here _____ that you have received the policies and rules. The King’s Academy, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities pending any background check. No statement by The King’s Academy establishes a property right to perform volunteer work.

Communication: If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your time is canceled or changed for any unforeseen reason.

Student/ Volunteer relationships: Volunteers function in a position of trust and The King’s Academy does not extend that volunteer / student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the Principal immediately if he/she becomes involved with a student / family outside The King’s Academy environment.

I affirm that I have read and understand all the information on this Adult School Volunteer Application and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand that The King’s Academy reserves the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a volunteer. I hereby authorize The King’s Academy to obtain information relating to my current and / or previous employment, education, and personal history records.

Signature

Print Name

Date

Permission to Obtain Information and Background Check

This form authorized The King's Academy to obtain background information and must be completed by the applicant. If the applicant is a minor, a parental/legal guardian signature is required. Background checks are not required for minors, but the rest of the application process is applicable. The King's Academy must keep this completed form on file for at least 2 years after requesting a background check.

I recognize that The King's Academy (TKA) is relying on the accuracy of the information I provide on the Annual Adult School Volunteer Application form. I attest and affirm that the information I have provided is absolutely true and correct.

I authorize TKA to contact any person or entity listed on the Annual Adult School Volunteer Application form, and I further authorize any such person or entity to provide TKA with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release TKA and any such person or entity listed on the Annual Adult School Volunteer Application form from liability involving the communication of information relating to my background or qualifications. I further authorize TKA to conduct a criminal background investigation, which include a social security number trace, present and former addresses, criminal and civil history/record, and other public records. (Background checks are not required for minors.)

Signature: _____

Date: _____

Parental/ Legal Guardian Signature required if applicant is a minor:

As the parent or legal guardian of the above applicant, I have read and am in agreement with this application.

Parent/Legal Guardian Signature: _____

Date: _____

Phone: _____

Email: _____

Complete your Background Check with the link that is provided via email.

We cannot do this without you! If you are willing to contribute any amount to help defray the cost of the background check, your contribution would be greatly appreciated, but not required.

\$8 _____ Initial here