

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Volunteers in the Schools

Series: C55

Reference: W.Va. Code §18-5-13

Issued: 06.17.2004

Revised: 01.20.2005

Revision Number: 1

APPLICATION FOR PARTICIPATION AS A VOLUNTEER IN A KANAWHA COUNTY SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

200 Elizabeth Street
Charleston, WV 25311
(304) 348-7770
Fax: (304) 348-

Kanawha County Schools is an Equal Opportunity Employer and Complies with the Provisions of the Americans with Disabilities Act

Instructions:

1. Print answers in black ink or use a typewriter.
2. Date and sign the application.
3. Use additional sheets of paper if necessary when answering.

1. Print Name:

Last First Middle

2. Phone:

Home Work

3. Address:

Number and Street

City and State Zip Code

(The information requested in items 4 and 6 is used solely to verify identity when checking information in item 10.)

4. Social Security No.

5. Date of Birth:

Month _____ Day _____ Year _____

6. a. Race: _____ b. Sex _____

7. Provide any other names by which you have been known: _____

8. List of States in which you have lived (other than West Virginia) and the approximate dates:

State: _____ Dates: from _____ to _____

State: _____ Dates: from _____ to _____

State: _____ Dates: from _____ to _____

9. Name of the school at which you want to volunteer _____

10. Have you ever been convicted of or paid a fine for any offense (including felonies, misdemeanors, or ordinance violations) or do you have any charges pending, other than minor traffic violations? ____ Yes ____ No If yes, list details below. Use separate sheet if necessary. (NOTE: Convictions are not an automatic bar to participation as a volunteer. Each case is considered on its own merit. Individuals who have felony convictions must be approved by the Board of Education before

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performing any volunteer activities. A conviction not reported can be cause for rejection of an application or dismissal.)

Date	Location	Charge	Court	Disposition of Charge

11. Have you ever been dismissed or asked to resign from any position? _____ Yes _____ No

If yes, please explain fully _____

CERTIFICATE OF APPLICANT: I authorize Kanawha County Schools to make any inquiry of or receive information from any person or organization regarding my suitability as a volunteer and do hereby give permission to these persons or organizations to provide such information. Such inquiries may include and not be limited by enumeration to the quality and quantity of my work, work history and record, character, qualifications, and records of convictions. For and in consideration of the release of such information, I hereby forever waive, release, and covenant not to sue any person or organization including Kanawha County Schools, its agents and employees for the result of providing, obtaining, or acting upon such information. I give this waiver, release, and covenant not to sue for myself, my heirs, assigns, and successors in interests forever. I give this waiver, release, and covenant not to sue understanding that the information obtained may be such as to disqualify me from participation as a volunteer. I understand that such information is sought with confidentiality, and I will not request copies of such information. I also certify that all statements made on this application are true and complete, accurate and not misleading to the best of my knowledge. I understand that any false statements, incomplete statements, or misrepresentations may subject me to disqualification or dismissal. A copy of this authorization shall be effective as the original.

Signature of Applicant

Date

Do you have a child attending a Kanawha County Schools? Yes _____ No _____

Child's Name _____ School's Name _____

WORK EXPERIENCE

List 3 references (include address and telephone number).

1. _____

2. _____

3. _____

WHY DO YOU WANT TO VOLUNTEER? _____

VOLUNTEER EXPERIENCE _____

HOBBIES: _____

ARE THERE ANY RESTRICTIONS THAT WOULD LIMIT YOUR VOLUNTEER ACTIVITY?

Yes _____ No _____ Explain _____

School Preference for Volunteer Assignment (Indicate name of school if interested):

Elementary _____ Middle _____ High _____

TYPE OF WORK PREFERRED (Please check all that apply)

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Library _____	Mathematics _____	Drama _____	Computer Lab Asst. _____
General Classroom _____	Arts and Crafts _____	Home Economics _____	Health Room _____
Tutoring _____	Science _____	Chaperone _____	Playground _____
Reading _____	Music _____	Clerical _____	Maintenance _____
Other _____			

Foreign Language Spoken _____ Instrument Played _____

Days and Times Available

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Person to Notify in Case of Emergency _____ Phone _____

Recommendation of Principal:

Principal

Date