**Dyersburg City Schools**



**Human Resource Department**

509 Lake Road

Dyersburg, Tennessee 38024

Phone (731) 286-3600, Fax (731) 286-287-8573

**VOLUNTEER APPLICATION & CONFIDENTIALITY AGREEMENT**

(Page 1 of 2: Unpaid Volunteer Agreement)

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M.I.: \_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip: \_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAVE YOU EVER BEEN:

1. Discharged, not renewed, or banned from any volunteer organization? Yes  No 
2. Convicted of any misdemeanor and/or felony? Yes  No 
3. Convicted or any offense that involves drugs or alcohol? Yes  No 
4. Presently charged with a crime that is currently pending or not yet adjudicated? Yes  No 
5. If any of the above is “yes”, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that the above information is true and correct. I understand that I am offering to volunteer with Dyersburg City Schools (DCS) and that DCS may, at its discretion, decline my offer of volunteer services. In the event my volunteer services require a criminal background check under DCS procedures, I may be responsible for the cost of the check and that I may not be reimbursed for this expense. Further, if I am accepted as a volunteer, I agree to the following:

1. I am volunteering without promise, expectation, or receipt of compensation for my services.
2. I will not in any way access, use, divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly and clearly authorized within the scope of my work and that I will abide by all applicable DCS & school policies and procedures and with all applicable laws. I will report to the school Principal or to the Principal’s Supervisor any individual’s or entity’s activities that I suspect may compromise the confidentiality of student information.
3. I am under the supervision of the school Principal or another designated Supervisor.
4. I will immediately notify the location Supervisor where I volunteer upon being charged with any crime.
5. Any fraudulent application, violation of confidentiality, or any violation of the above provisions may result in termination of my status as a DCS volunteer.

VOLUNTEER SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VOLUNTEER APPLICATION & CONFIDENTIALITY AGREEMENT**

(Page 2 of 2: Staff Approval)

**Principal/Supervisor Use Only:**

Principal/Supervisor, please indicate which tier the volunteer would fall under: (check one)

1. \_\_\_\_\_\_\_ Regular volunteer activity with student interaction under contact supervision by DCS employees (ex: Room parents, class readers, office volunteers, library volunteers)
2. \_\_\_\_\_\_\_ Any volunteer activity that involves unsupervised contact with students on or off campus (ex. One-on-one tutoring, overnight field trips, day field trips when not with a school employee, etc.)

All tier 2 volunteers MUST be fingerprinted. No Tier 2 volunteer is approved until Human Resources has given clearance. Once a Tier 2 volunteer has been sent to be fingerprinted, the HR representative will contact you once the volunteer has been cleared. Tier 1 volunteer applications do not require HR approval.

Background Check Data to be Completed by Applicant if Tier 2 volunteer:

Are you a U.S. citizen: Yes  No  In what state were you born: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: \_\_\_\_\_\_ Race: \_\_\_\_\_\_\_ Height: \_\_\_\_\_\_\_\_\_ Weight: \_\_\_\_\_\_\_

 Hair Color: \_\_\_\_\_\_\_\_\_\_ Eye Color: \_\_\_\_\_\_\_\_\_\_\_

Preferred Background Check Appointment: Pick location:  UPS Store  Dyer County Court Clerk’s Office

Which day of the week is best: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of the day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Appointments not available 10:40 am to 2:30 pm. Closed Sat, Sun and holidays)*

PRINCIPAL/SUPERVISOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use Only:**

Fingerprinting Appointment (Time/Date/Location): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR DIRECTOR’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_