



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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Convicted of any misdemeanor and/or felony? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Convicted of any offense that involves drugs or alcohol? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Presently charged with a crime that is currently pending or not yet adjudicated? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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.

IF YOU WILL BE TRANSPORTING STUDENTS, PLEASE ALSO PROVIDE A COPY OF YOUR DRIVERS LICENSE AND INSURANCE CARD TO THE SCHOOL.

Office Use Only:

Fingerprinting Appointment (Time/Date/Location): _____

HR DIRECTOR'S SIGNATURE: _____ DATE: _____



Dyersburg City Schools

509 Lake Road • Dyersburg, TN 38024
Phone (731) 286-3600 • Fax (731) 286-2754

Waiver Agreement and Statement for Criminal History Checks

This form must be completed and signed by every current or prospective employee, volunteer and contractor/vendor, for whom criminal history records are requested by a qualified entity.

I hereby authorize **DYERSBURG CITY SCHOOLS** to submit a set of fingerprints through the TBI vendor and this form to the Tennessee Bureau of Investigation (TBI), for the purpose of accessing and reviewing Tennessee and national criminal history that may pertain to me directly from the FBI, pursuant to 28 CFR, Sections 16.30-16.34. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to entity locations. I further understand that, upon request, you will provide me with a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me is being requested by:

**DYERSBURG CITY SCHOOLS
509 Lake Road
Dyersburg, TN 38024**

I ☐ have OR ☐ have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I am a current or prospective (check one):

Employee ☐

Volunteer ☐

Contractor/Vendor ☐

Signature: _____

Date: _____

Printed Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Date of Birth – REQUIRED: _____

ORIGINAL SIGNED APPLICANT WAIVER MUST BE RETAINED BY QUALIFIED ENTITY

ONE SIGNED COPY MUST BE RETAINED BY THE APPLICANT

Acknowledgement of Receipt Of Criminal History Check Information

As indicated by the signature below, I hereby acknowledge receipt of copies of criminal history checks privacy acts and waiver agreement.

1. I have been provided a copy of the Noncriminal Justice Applicant's Privacy Rights.
2. I have been provided a copy of Agency Privacy Requirements for Noncriminal Justice Applicants.
3. I have been provided a copy of the Waiver Agreement and Statement for Criminal History Checks that I signed.

Applicant Signature

Date

Print Name

Dyersburg City Schools
Fingerprint Request Data Sheet

Name (as it appears on your driver's license) _____

Home Address: _____

City, State, Zip _____

Date of Birth: _____

Hair Color: _____ Eye Color: _____

Height: _____ Weight: _____

Race: _____ State of Birth: _____

Citizen of what Country: _____

Social Security Number: _____

Reason for Fingerprinting: _____

Please give 3 possible dates for fingerprinting appointment. Appointments are available Monday – Friday from 8:00-10:00 and 2:30-5:00 at the UPS Store in Dyersburg. Same-day appointments are not available. Indicate if AM or PM is better for you.

1.

2.

3.

Email Address _____

Are you currently, or have you ever been a licensed teacher in Tennessee?

_____ Yes _____ No

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).