



PRE-EMPLOYMENT & VOLUNTEER DISCLOSURE FORM

Usage:

For volunteers, employees who are not hired via Recruit (mainly coach positions), student teachers/practicum and existing employees who have turned 18.

Please fill out all fields

Name: _____

Any Previous Names Used: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Email: _____

Employment

Volunteer

NOTE: Failure to disclose any deferred sentence, deferred judgment, current pending charges or sentences which have been expunged/sealed, will result in a rescinded job offer or termination.

1. **Please read and confirm the following statement:** As an applicant/volunteer I verify that the statements and representations made during the application process are true and correct.

Yes No

Initials: _____

I understand I have a responsibility to promptly notify Jefferson County Public School District R-1 or designated Jefferson County Charter School of any material change that may affect my employment/volunteering which occurs after filing of application.

I understand that giving false information, misleading information, or omitting material changes on my application, employment records, or interviews may result in disqualification as an applicant/volunteer, withdrawal of employment offer, and/or discharge.

I understand also that I am required to abide by all rules, regulations, and Board policies of Jefferson County Public School District R-1 or designated Jefferson County Charter School.

I authorize Jefferson County Public School District R-1 or designated Jefferson County Charter School to investigate my personal and employment history including but not limited to any settlement agreements and authorize any former employer, person, firm, corporation, school, college, credit agency, or governmental agency to give Jefferson County Public School District R-1 or designated Jefferson County Charter School pertinent information it may have regarding my former employment.

In consideration of Jefferson County Public School District R-1's or designated Jefferson County Charter School review of this application, I release the Jefferson County School District R-1 or designated Jefferson County Charter School and all providers of information from any liability as a result of furnishing and receiving this information.

(statement continues on next page, initials agree to the entire statement)



PRE-EMPLOYMENT & VOLUNTEER DISCLOSURE FORM

Name: _____

I understand that any offer of employment/volunteering is conditional upon the results of a legally required criminal background check and may be conditional upon the results of a pre-employment medical inquiry and/or examination.

I acknowledge that all offers of employment/volunteering with Jeffco Public Schools are conditional and will be subject to, among other things, a Colorado Bureau of Investigation and Federal Bureau of Investigation criminal background check.

My signature below constitutes a waiver of any rights I may have to inspect and review any material requested and/or submitted on a confidential basis regarding this application. I understand said application becomes the property of Jefferson County Public School District R-1 or designated Jefferson County Charter School.

2. Before moving forward with an applicant/volunteer, Colorado law requires Jefferson County Public School District R-1 or designated Jefferson County Charter School to ask you about your criminal history and run a criminal background check. All misdemeanor and felony convictions will appear on your background check, as well as any currently pending criminal charges. **Note: A criminal conviction, guilty plea, no contest plea, deferred sentence, or civil judgement is not an automatic disqualification to employment/volunteer with Jeffco Public Schools. Each case will be considered on its own merit.** However, it is important that you disclose all of the information requested to avoid any inconsistencies between the information disclosed and the information uncovered in the background check. Failure to disclose information about your criminal history may result in your employment/volunteer offer being revoked. In cases where a candidate has received a criminal conviction, a multifactor analysis will be conducted as to whether the conviction voids the conditional offer. I acknowledge that upon request, I will furnish documents or information regarding any previous employment, qualifications for employment and criminal matters.

Yes No

Initials: _____

3. **I have reviewed and understand:** Applicant Notification and Record Challenge: Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

Yes No

Initials: _____

4. I have reviewed the Privacy Act Statement. (Provided separately)

Yes No

Initials: _____



**PRE-EMPLOYMENT & VOLUNTEER
DISCLOSURE FORM**

Name: _____

5. Because of inappropriate or illegal behavior involving a child or children, have you ever been convicted; pled guilty or no contest; or received a deferred sentence to any crime related to a child? Yes No
Initials: _____

6. Have you ever been convicted; pled guilty or no contest; or received a deferred sentence to any felony or misdemeanor other than a misdemeanor traffic offense or infraction? Yes No
Initials: _____

7. Do you currently have criminal charges pending against you? Yes No
Initials: _____

If you answered "yes" to questions 5, 6 or 7, please explain the circumstances in detail below. In response to questions regarding legal issues, please include the year of the event, the city and state; describe the situation and disposition of the case.

Date of Conviction or Future Court Date	Court Entering Judgement of Conviction	Offense

X _____ Date: _____
Signature

Please email the completed "Pre-Employment/Volunteer Disclosure Form" to hr@jeffco.k12.co.us.



**SCHOOL BASED- POI
(CONT'D)**

Person of Interest Name: _____

Demographic Information

Gender: Female Male Date of Birth: _____

Social Security Number: _____

Ethnicity:

The following two questions are voluntary; however, we must provide a default answer (White, Not Hispanic) to Colorado Department of Education and other State and Federal reporting agencies if you choose not to self-report.

1. Do you consider yourself to be of Hispanic/Latino origin? (choose one)

- No, Not Hispanic/Latino Yes, Hispanic/Latino

2. Which of the following groups describe your race? (Select all that apply)

- American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or Other Pacific Islander
 White

-Or

- I choose not to provide this information (the default reported will be White, not Hispanic/Latino).

System Access Information

All POIs have access to email, ESS/Access Jeffco, and department site servers. Additional access is determined by POI type and department need. Direct any questions about system access to User Security.

In order to use the Hitachi Password tool we must have both your date of birth and Social Security Number. The tool uses these personal information items to verify your identity prior to system access.

Managers: If needed, Contact Infrastructure Services to request voicemail setup. There is a one-time charge of \$13.75 to the department.

To protect confidential personal information, please submit completed forms by Jeffco Help Ticket. Questions? Contact Laura Stumpf 303-982-6813 or Caitlin Dumont 303-982-7525.



Ute Meadows Elementary
11050 W. Meadows Drive
Littleton, Colorado 80127
303-982-4044

Volunteer Release

In consideration of my voluntary participation in any school related activity,

I _____ hereby release and discharge
_____ School, the Jefferson County School District and their/its
successors, heirs, assigns, directors, officers, employees, supervisors, agents, attorneys and
representatives, from any and all actions, causes of action, claims, demands, losses,
damages, costs, attorney fees, judgments, liens, indebtedness and liabilities whatsoever,
known or unknown, suspected or unsuspected, past, present or future, with regard to all
matters that could have been raised in an action on the merits regarding the
aforementioned activity in which I have elected to voluntarily participate.

Dated this _____ day of _____, 20_____

Volunteer's Signature

Student's Name

Teacher



Ute Meadows Elementary
11050 W. Meadows Drive
Littleton, Colorado 80127
303-982-4044

Community Volunteer Confidentiality Agreement

As a community volunteer assisting at Ute Meadows Elementary, you have been authorized by the Principal to act as a school official subject to the direction and control of the school's administrators and teachers. As a school official, you may under limited circumstances have access to student education records in connection with your authorized duties. Student education records include all records, files, documents and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades).

By signing below, you agree to maintain the confidentiality of all student education records which you generate and to which you are given access as an authorized community volunteer. This means that you agree not to disclose student education records or personally identifiable student information in such records to any person other than the school administrator(s) and/or teachers(s) with whom you are working. You understand and agree that your failure to maintain the confidentiality of all student education records to which you are given access may disqualify you from further service as a community volunteer in the Jefferson County Public Schools.

Dated this _____ day of _____, 20_____

Volunteer's Signature

Student's Name

Teacher