

*Pamlico County Schools*



**TO:** Volunteer Applicants

**FROM:** Pamlico County Schools Personnel Department

It is the intent of Pamlico County Schools to promote and encourage the help of school volunteers in order to expand and enhance parental and community involvement in the schools while continuing to maintain a high level of safety and security. An individual who wishes to volunteer at a school shall be approved by the principal and the personnel department prior to serving at the school. The decision on whether to approve the volunteer candidate shall always be based upon the best interest of the school.

All individuals wishing to serve in a volunteer capacity must complete a volunteer application. **In addition, all individuals wishing to serve as a chaperone or to accompany students on a field trip must complete a volunteer application.** The principal/designee at each school will submit to the personnel department all volunteer applications as they are completed. A criminal background check will be completed on each applicant and the results will be given to the principal/designee at the school. A letter will be sent from the personnel department to each applicant whose request for volunteer status has been denied. A copy will also be sent to the school principal.

In order to protect the safety and security of children and school staff, all school volunteers must submit to a criminal background investigation. After the initial criminal background check, volunteers must report any subsequent criminal charges and convictions to the principal. Individuals whose background investigation reveals a charge, a series of charges, conviction of a crime more serious than a minor traffic violation, or a pattern of behavior which is determined by the personnel department to represent a safety issue shall be ineligible to serve as a volunteer. Also, any individual refusing a background investigation shall be ineligible to serve as a volunteer. The results of all background checks will be held confidential.

Please complete and return the attached application and the authority for release of information form to the principal of the school for which you wish to volunteer.

Thank you for your interest in volunteering in the Pamlico County School System. If you have further questions or concerns please feel free to contact our personnel department at 252-745-4171.



# PAMLICO COUNTY SCHOOLS VOLUNTEER APPLICATION

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Email Address \_\_\_\_\_

### EDUCATIONAL RECORD

SCHOOLS	NAME AND ADDRESS OF SCHOOL	YEARS ATTENDED	CIRCLE THE LAST YEAR THAT YOU COMPLETED	DID YOU GRADUATE?
High School			9 10 11 12	
College			1 2 3 4	Degree
Other (Specify)				

Please give your reasons for wanting to volunteer with Pamlico County Schools. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For what activity/program would you like to volunteer? \_\_\_\_\_

At which school would you like to volunteer?

- All Schools     
  Pamlico County Primary School     
  Pamlico County Middle School  
 Fred Anderson Elementary School     
  Pamlico County High School

Describe previous volunteer experience, if any. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BACKGROUND INFORMATION**

Give any other names by which you have been known \_\_\_\_\_

List all states in which you have lived (other than North Carolina) and approximate dates. If more than three, please attach additional information on a separate sheet of paper.

State \_\_\_\_\_ Dates: (from) \_\_\_\_\_ to \_\_\_\_\_

State \_\_\_\_\_ Dates: (from) \_\_\_\_\_ to \_\_\_\_\_

State \_\_\_\_\_ Dates: (from) \_\_\_\_\_ to \_\_\_\_\_

➤ *Do you have any charges pending, other than minor traffic violations?*

( ) Yes ( ) No

➤ *Have you ever been convicted of any crime or misdemeanor other than a minor traffic violation?*

( ) Yes ( ) No

*\*If yes to either question, please write on a separate sheet of paper a brief description of the charges or convictions.\**

**REFERENCES:**

List a minimum of three (3) references, preferably those acquainted with your qualifications. With the completion of this application, you are authorizing Pamlico County Schools to request confidential recommendations from your listed references. References are checked by phone. Please give accurate addresses and telephone numbers.

Name	Address	Telephone	Occupation

**CERTIFICATE OF APPLICANT:** I 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 as a volunteer. I further understand that I must report to the Principal any criminal charges or convictions that occur after the date of this application. A copy of this authorization shall be as effective as the original.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

*Pamlico County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.*

<b>For official use only</b>	
Criminal Background Check: Approved _____	Denied _____
Signature _____	Date _____
Central Office Personnel	
Reference Check: Approved _____	Denied _____
Signature _____	Date _____
Principal or Designee	

# AUTHORITY FOR RELEASE OF INFORMATION

I authorize The Chapman Corporation and the NC Department of Justice through the State Bureau of Investigation (SBI)/Federal Bureau of Investigation (FBI) and Pamlico County Schools to perform a criminal history record check for serving as a school volunteer with Pamlico County Schools pursuant to N.C.G.S. 114-19.2 and 115C-332.

Last Name

First

Middle

Maiden

\_\_\_\_\_  
(Print or Type)

Social Security  
Number

Date of Birth

Sex

Race

I understand that The Chapman Corporation and its employees, as well as the Pamlico County Board of Education, shall not be held legally accountable in any way for providing this information to the above named school, and hereby release said agency and persons from any and all liability which may be incurred as a result of furnishing such information. I further understand that the school cannot release the results of this criminal history record check to me.

Applicant's/Employee's Signature

\_\_\_\_\_

Date

\_\_\_\_\_