



# Volunteer Background Check

In accordance with District Policy 5122, Missoula County Public Schools is requiring all volunteers who will have planned or possible *unsupervised* contact with students to undergo a name-based background check. If you decline a background check, you may only perform volunteer duties designated "supervised contact with students."

**This form may be returned to the volunteer coordinator at the MCPS Central Administration Building at 215 S 6th St. W, Missoula, MT 59801.**

Forward Thinking, High Achieving.

**Name:** \_\_\_\_\_ **Date of Birth (mm/dd/yyyy):** \_\_\_\_\_  
First M.I. Last Suffix

**Previous names (if applicable):** \_\_\_\_\_ **Sex:**  Male  Female

**SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Drivers License #:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City State ZIP

The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:

1. Have you ever been convicted, plead guilty or been adjudicated before a court of any federal, state or municipal criminal offense? (Excluding minor traffic violations)  YES  NO  
If YES, please provide an explanation:

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2. Have you ever received deferred or similar disposition for any federal, state or municipal criminal offense?  YES  NO  
If YES, please provide an explanation:

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3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense?  YES  NO  
If YES, please provide an explanation:

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4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?  YES  NO  
If YES, please provide an explanation:

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5. As of the date of this authorization, do you have any pending criminal charges against you?

YES       NO

If YES, please provide an explanation:

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**LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE AGE 18 OR HIGH SCHOOL GRADUATION. YOU MUST BE SPECIFIC ABOUT DATES OF RESIDENCE.**

CITY/TOWN	COUNTY	STATE	DATES FROM	TO

This authorization and consent for release of personal information acknowledges that Missoula County Public Schools may now or at any time conduct investigations including National Criminal Database search, National Sex Offender Registry Search and Social Security Number Verification.

I understand this investigation will be used to determine volunteer eligibility and assignment according to Missoula County Public Schools policy 5122. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the district. In addition, I release and discharge the district and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information.

Further, I understand the selective reporting or nondisclosure of any prior convictions (excluding minor traffic violations) or any new convictions within three schools years of my approved background check may result in termination of my volunteer eligibility with Missoula County Public Schools.

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF VOLUNTEER POSITIONS WILL EXIST AND MAY BE USED AT THE DISCRETION OF MISSOULA COUNTY PUBLIC SCHOOLS.

**Applicant Print Name:** \_\_\_\_\_

**Application Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Your Criminal Background Check includes a \$6.00 processing fee. Checks may be made out to MCPS with your name in the memo line, or you may pay with cash. If you are unable to pay the fee, please speak with your school staff and arrangements can be made to cover the cost.*