



July 23, 2018

Human Resources

Dear Administrators and Office Managers:

Fingerprinting hours in the Human Resources office will be as follows:

Monday-Friday: 8:00am – 4:00pm

The Volunteer Form is attached. The following steps must be followed in order to process a volunteer.

1. Have volunteer complete this form and get signature from the school site administrator.
2. Send completed forms electronically to Elizabeth Orozco (elizabeth_orozco@pvUSD.net), via FAX 831-761-6018, or volunteer may bring the form to Human Resources in person (**volunteer form MUST be signed by a site administrator, so we know the site has authorized the volunteer assignment**). Notify Human Resources if you have fingerprinted with PVUSD.
3. Human Resources will notify the volunteer by phone or email to come to Human Resources to be fingerprinted for volunteer service.
4. When volunteer comes to Human Resources to be fingerprinted they **must bring an acceptable form of photo ID (see below) and TB clearance**. HR will not fingerprint volunteers without proper identification, TB clearance and the site administrator's signature.

Acceptable primary forms of photo identification include the following:

- Valid California Driver's license
- Valid Department of Motor Vehicles Identification Card
- Valid Out-of-State Driver's License

(Please contact Human Resources for questions regarding secondary forms of acceptable IDs.)

5. HR will contact school office managers and principals when fingerprints clear. Principals are notified if the volunteer does not pass the background check. This information is confidential and is not shared with any departments or administrators.

Volunteer may not begin service until they have been cleared by Human Resources.

Sincerely,

Pam Shanks
 Director, Classified Human Resources

Superintendent
 Dr. Michelle
 Rodriguez

Dr. Chona Killeen
 Assistant
 Superintendent
 Human Resources

Human Resources
 Directors

Alison Niizawa
 &
 Pam Shanks



VOLUNTEER SERVICE REQUEST

Pajaro Valley Unified School District actively encourages parent involvement in ongoing activities at the site and district levels. Our goal is to make school participation frequent and high quality. Children benefit from the active inclusion of parents during their school day and during extracurricular activities.

California state law requires District employees, prospective employees and independent contractors to undergo background checks to ensure that such persons have not been convicted of serious or violent felonies. To protect the safety of its students, the District requires a similar background check before allowing volunteers to have routine contact with students.

I authorize the Pajaro Valley Unified School District to conduct a background investigation through the California Department of Justice and/or the Federal Bureau of Investigation and authorize release of information in connection with my application for volunteer service. I waive the right of access to any such information and without limitation hereby release the Pajaro Valley Unified School District and the reference source from any liability in connection with its release or use.

VOLUNTEER INFO

(Please Print Clearly)

XXX-XX-

 FULL LEGAL NAME

 LAST 4 SSN

 ADDRESS

 CITY, STATE ZIP CODE

 HOME/CELL PHONE

 EMAIL ADDRESS

What volunteer services will you be performing?

SCHOOL SITE/DEPT.

How often will you be volunteering?

Every Day
 _____ Times per week

One time Chaperone for field trip
 _____ Times per month
 Overnight field trip? Yes No

Other _____

 Volunteer Signature

 Date

(By signing, I understand that the background check must be completed before volunteer service begins.)

 Site Administrator Signature

 Date

*****Attached Confidential Background Check Form must be completed and submitted with the Volunteer Form to be further considered for volunteer service.*****

<p>HR Use Only: Fingerprints type: <input type="checkbox"/> DOJ <input type="checkbox"/> DOJ & FBI <input type="checkbox"/> TB Clearance <input type="checkbox"/> FP Cleared & Date _____ <input type="checkbox"/> FP Not cleared <input type="checkbox"/> Site Notified HR Staff initials _____</p>
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Confidential Background Check

Completion of this form is mandatory for all applicants and volunteers with the Pajaro Valley Unified School District.

The information disclosed on this form will remain confidential.

***If you were convicted,
 it will show up on your fingerprint report.
 Please be sure to list convictions on this form in order for
 your application to be further considered with the District.***

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

_____ NO

_____ YES, I have. If yes, list all convictions below.

NOTE: You must answer “YES” if you were convicted, whether by plea, jury verdict, or finding of guilt by a court in a trial without a jury. Please note: Even if you had an order under Penal Code section 1203.4 allowing the withdrawal of a plea of guilty and entering a plea of not guilty, or setting aside a verdict of guilty, or dismissing the accusations or information, it will still appear on your fingerprint report. You **MUST** list any conviction(s) which fits the description above. Failure to disclose this information is fraud, and may result in your being removed from consideration for employment.

If your answer is YES, you must complete this form (please attach additional sheets if needed). If your conviction was for a marijuana conviction other than possession for sale, which occurred more than two years ago, you are not required to divulge this conviction. To complete this form, start below and continue on the reverse side if necessary. A criminal record will not automatically disqualify you from employment or volunteer service, but failure to disclose and list all convictions on this form may result in disqualification.

Date/Location of Arrest(s) (list month/year of arrest and city/state where arrested)	Conviction(s) (list the crimes for which you were convicted)	Felony or Misdemeanor

_____ Signature needed if answer is yes or no

_____ Date