

VOLUNTEER APPLICATION

Crowley County School District Re 1-J, Ordway, Colorado

Application Date: _____ Volunteer Position Sought: _____

Name: _____

Home Address: _____

City, State, Zip: _____

Work Phone: _____ Home/Cell Phone: _____

Email Address: _____

Education:

Highest Level of Education: _____

Employment:

Current employer, if applicable:

Position/Title: _____

Dates of Employment (starting/ending): _____

Company/Employer: _____

Address: _____

Would you like us to keep your employer abreast of your volunteer service and achievement?

Yes No

Special training, skills, hobbies: _____

Groups, clubs, organizational memberships: _____

(For office use only)

Date Received: _____

AD Approved: _____

Principal Approved: _____

Fingerprints Submitted: _____

Fingerprint Record Received: _____

Approved by Board: _____

The school district will require that volunteers be fingerprinted and checked through the Colorado Department of Justice – Colorado Bureau of Investigation and/or Colorado Department of Human Services central registry of Child Protection.

References: Please list three people who know you well and can attest to your character, skills and dependability. Include your current or last employer.

Name/Organization	Relationship to you	Length of Relationship	Phone
1.			
2.			
3.			

Please read the following carefully before signing this application:

I understand that this is an application for and not a commitment or promise of volunteer opportunity.

I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with building principals that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that the information contained on my application will be verified by Crowley County School District. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with Crowley County School district or my termination as a volunteer.

Signature: _____

Date: _____



COLORADO
Bureau of Investigation
Department of Public Safety

Identification Unit
690 Kipling Street, Suite 3000
Denver, CO 80215
303-239-4208

NOTICE TO APPLICANTS

As an applicant for a position requiring fingerprints to be submitted to the Colorado Bureau of Investigation and the Federal Bureau of Investigation, **YOUR FINGERPRINTS WILL BE SUBMITTED TO THESE AGENCIES TO CHECK STATE AND FBI RECORDS.**

Discrepancies on your Colorado record can be challenged and corrected by contacting the Colorado Bureau of Investigation at 690 Kipling St., Suite 3000, Denver, CO 80215, or by calling the Identification Unit at (303) 239-4208. Additional information is available from CBI's website at www.colorado.gov/cbi.

Discrepancies on records from the FBI or relating to another state can be challenged through the FBI. Information, including that listed below, can be found at their website at www.fbi.gov.

The [U.S. Department of Justice Order 556-73](#) establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

Who May Request a Copy of a Record (or Proof That a Record Does Not Exist)
Only you can request a copy of your own Identification Record.

How to Request a Copy of Your Record

The FBI offers two methods for requesting your FBI Identification Record or proof that a record does not exist.

Option 1: [Submit your request directly to the FBI.](#)

Option 2: Submit to an [FBI-approved Channeler](#), which is a private business that has contracted with the FBI to receive the fingerprint submission and relevant data, collect the associated fee(s), electronically forward the fingerprint submission with the necessary information to the FBICJIS Division for a national criminal history record check, and receive the electronic record check result for dissemination to the individual. Contact each Channeler for processing times.

AGENCY INSTRUCTIONS: To comply with federal law, provide a copy of this document to each applicant fingerprinted.

Applicant's Signature _____

Date received _____



APPLICANT'S OATH

DATE: _____

APPLICANT: _____
LAST FIRST M.I. MAIDEN

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

I am the above listed applicant and I do hereby certify under penalty of perjury, either:

(1) _____ I HAVE NEVER BEEN convicted of a felony* or misdemeanor* (other than a misdemeanor traffic offense or traffic infraction).

OR

(2) _____ I HAVE BEEN convicted** of a felony or misdemeanor (not including a misdemeanor traffic offense or traffic infraction) and **I have attached documentation which specifies the felony or misdemeanor for which I was convicted, the date of the conviction(s) and the name and address of the Court which entered the judgment of conviction.**

* A person is deemed to have been convicted of committing a felony or misdemeanor if such person has been convicted under the laws of any other state, the United States, or any territory subject to the jurisdiction of the United States, or any territory subject to the jurisdiction of the United States of an unlawful act which, if committed within this state, would be a felony or misdemeanor.

** Convicted means a conviction by a jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, and the imposition of a deferred or suspended sentence by the Court.

I hereby affirm that all information on and with this oath is true and complete to the best of my knowledge. I understand that any intentional misrepresentation of facts may result in denial of certification and that falsification of statements on and with this attestation may be punishable by law. I further affirm that the fingerprint card which will be submitted to the Colorado Department of Education for me by the **Colorado Applicant Background Services (CABS)** contains my actual fingerprints.

SIGNATURE OF APPLICANT
(To be signed in the presence of a Notary Public)

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

WITNESS BY HAND AND OFFICIAL SEAL.

NOTARY

MY COMMISSION EXPIRES: _____

ADDRESS

SEAL



Approved Vendor for
Colorado Bureau of Investigation



Dear Applicant

You are required to have your fingerprints processed with the Colorado Bureau of Investigation (CBI) for a background check. The following are step by step instructions for getting your fingerprints processed with the CBI.

1. **Online Registration** - you will register through the online Enrollment Center at www.coloradofingerprinting.com.
2. **Convenient Location and Time** - During the enrollment process you will choose a convenient location, day and time for your appointment.
3. **Reason Fingerprinted and CBI Unique Code** - Provide the following reason for fingerprinting and CBI Unique Code for your organization:

CBI Unique Code: 4092ETNI

Reason Fingerprinted: Education - Non-Licensed (School District)

Billing Code: 4092CCDNonLic

4. **Payment** - The billing code covers all or part of the fee for the background check depending on the agency/employer. If there is a remaining balance you can pay with the available payment options such as credit card.
5. **Confirmation** - You receive your appointment confirmation with your number which is delivered by both text and email.
6. **Fingerprinting** - Go to the fingerprint location at your scheduled time. Provide the Order Number to the enrollment agent along with your **government issued photo ID (drivers license, state issued ID, US passport or foreign-issued passport)**. Your livescan fingerprints, digital photo and digital signature are then captured and submitted to CBI.
7. **Results** - The results are returned to CBI authorized agencies.
8. **Status** - You can login to the Enrollment Center at any time to see the status of your fingerprint submission to CBI.

Please contact us toll free 833-224-2227 or email info@coloradofingerprinting.com if you have any questions or need assistance.