

# WARSAW COMMUNITY SCHOOLS

## Request for Background Information

Dear Applicant/Volunteer:

Employment and Volunteering with the Warsaw Community School Corporation involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants/volunteers are expected to provide us with this information; you are not being singled out for closer inspection. This insert is part of the application itself and any misrepresentation or omission of facts may be grounds for disqualification from further consideration regardless of when the misrepresentation or omission is discovered.

The conviction of a crime or any affirmative response provided by you on this insert is not an automatic bar from employment or volunteering. The school district will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying/volunteering. Note: This also applies to employees of temporary service firms working at Warsaw Community Schools.

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1. If you are presently employed, is your conduct as an employee or the quality of your work the focus of any investigations by your current employer? Yes\_\_\_\_\_ No\_\_\_\_\_ **If yes, explain the circumstances on a separate sheet and attach it to this application.**
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? Yes\_\_\_\_\_ No\_\_\_\_\_ **If yes, explain the circumstances on a separate sheet and attach it to this application.**
3. Have you ever been investigated for, charged with or pleaded guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor? Yes\_\_\_\_\_ No\_\_\_\_\_ **If yes, explain the circumstances on a separate sheet and attach it to this application.**
4. Have you ever been charged with a crime listed in number 3 (above) where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program? Yes\_\_\_\_\_ No\_\_\_\_\_ **If yes, explain the circumstances on a separate sheet and attach it to this application.**
5. Have you ever been convicted of any crime or has any court ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program for any such crime? Yes\_\_\_\_\_ No\_\_\_\_\_ **If yes, explain the circumstances on a separate sheet and attach it to this application.**

## Authorization and Release

I authorize the school district to check my employment history, including without limitation, reference checks, and seek the release of investigating information, including a "limited criminal history" possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employees or local, state, or federal agencies to provide the school district any information that they may release concerning the matter described herein, and I will cooperate to the extent necessary to obtain the release of this information.



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**Printed Name**  
volunteering

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**School(s) where**

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**Child(ren) and classroom teacher(s)**

\***“Regular Basis”** is defined as an assignment which puts the individual in contact on an ongoing, recurring basis. Examples include coaching, club sponsorships, volunteering in classrooms and chaperoning.

:clw-HD:HR-5/23/08