



EVERGREEN ACADEMY ELEMENTARY SCHOOL BACKGROUND CHECK PROGRAM QUESTIONS & ANSWERS FOR VOLUNTEERS

All adults with on-going or unsupervised contact with students at Evergreen Academy Elementary School will need to have a clear background check. This includes all adults attending fieldtrips or volunteering in the classroom. We want to ensure that anyone who will have contact with our students is a safe adult. Background checks are good for three years once complete. Here are answers to some commonly asked questions about school background checks.

HOW SECURE IS MY PERSONAL INFORMATION?

The security of your personal information is very important to us. Background checks are processed online using the most secure and current data encryption systems. Any paperwork containing sensitive information is kept in locked files in the school.

WHY DO YOU NEED MY SOCIAL SECURITY NUMBER? I AM WORRIED ABOUT IDENTITY THEFT.

A social security number allows for all previous addresses of an individual to be identified. In that way, a background check can be performed in all jurisdictions where an individual has lived. This information is always locked and secured. It will never be used for any other purpose.

I WAS TOLD THAT I SHOULD NEVER GIVE OUT MY SOCIAL SECURITY NUMBER UNLESS I HAVE TO.

We are very concerned about the confidentiality of personal information due to the increase in identity theft. However, our concern for the safety of children in our care must take precedence. Our background check system is designed to take advantage of all available security measures for protecting your personal information.

WHAT TYPES OF CONVICTIONS WILL AFFECT MY ABILITY TO VOLUNTEER?

Convictions that might affect your ability to volunteer at school include but are not limited to:

- Crimes against children or other persons
- Crimes relating to drugs
- Crimes relating to financial exploitation
- Criminal driving offenses

WHO PAYS FOR THE BACKGROUND CHECK?

Evergreen Academy pays for the background check.



Evergreen Academy Elementary
School
16017 118th Place NE

**VOLUNTEER
BACKGROUND CHECK AUTHORIZATION**

I understand that, in connection with my volunteer application, a background investigation may be done that may include information regarding my driving records and court records (both civil and criminal). This information may come from either public or private sources and may contain information regarding my character, experience, work habits, and/or other information relevant to volunteer service.

I understand that, if I am approved for volunteer service by Evergreen Academy Elementary School, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of Evergreen Academy, such may be necessary.

I hereby release and discharge to the extent permitted by law, Evergreen Academy Elementary School (including Nobel Learning Communities, Inc. and its other entities), its employees, any individual or agency obtaining information for Evergreen Academy Elementary School of Bothell, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future.

My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

Volunteer's Name (Please Print)

Signature

Type of Volunteer Work I Want to do

City

Date

FOR INTERNAL SCHOOL USE ONLY

BACKGROUND CHECK COMPLETED APPROVED? YES / NO DATE COMPLETED: _____
Circle One

BACKGROUND CHECK GOOD UNTIL: _____
Three years from date completed

**EVERGREEN ACADEMY ELEMENTARY SCHOOL
VOLUNTEER
Background Check Request**

Evergreen Academy Elementary School of Bothell may require volunteers on school property or during school activities to undergo a background check. Each volunteer is responsible for notifying Evergreen Academy of any changes in background information that might render him/her ineligible for service. The School reserves the right to decline to accept the services of a volunteer or to request an individual to withdraw from volunteer service whenever, in the judgment of Evergreen Academy, it is in the best interest of the School to do so.

NAME: _____

VOLUNTEER POSITION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

BIRTHDATE (Must be over 18 yrs of age): _____ GENDER: (please circle) Male or Female

SOCIAL SECURITY #: _____

DRIVER'S LICENSE #: _____

STATE ISSUED: _____

Names and dates of name changes:

Name _____ Date _____

Name _____ Date _____

If you have lived in a state other than Washington in the past 10 years, please list the following information including the years in which you lived there. Please continue on the reverse side of this form if more room is needed.

STATE _____ CITY _____ COUNTY _____ YEARS: ____ to ____

STATE _____ CITY _____ COUNTY _____ YEARS: ____ to ____

Have you been convicted of a criminal offense or incarcerated in the last 10 years? Yes ____ No ____

If yes, state offense, place and date of conviction:

Have you ever been charged or accused of any criminal or civil offense involving children or vulnerable adults? Yes ____ No ____ if yes, please give details:

If you answered yes to either of the above questions, you may not begin volunteer service until background information has been received and evaluated, and you have been authorized to serve as a volunteer.

Please return this form to Evergreen Academy Elementary School Office for processing.

16017 118th Place NE, Bothell, WA 98011