



2019-2020 PTA Volunteer Application Instructions

Thank you for your willingness to volunteer at Pacific Christian Academy. To ensure the safety of our students and staff, you **MUST** complete this application packet and be approved by the Business Office before you can begin your volunteer assignment.

Here is some information on how to complete the volunteer application packet:

1. Volunteer Application Form

This form provides basic information about you and your volunteer interests.

- Remember to sign and date at the bottom of the page to indicate that all the information on your form is accurate and that you have read, understood, and agreed to the guidelines included in the handbook.

2. Disclosure Form

This form provides information about any past or current criminal or civil offenses. It also gives permission for the school to conduct a background check.

- We will be emailing you an invite from Intellicorp to send you a link (candidate portal) where you will fill out your personal information and submit directly to Intellicorp. This link will only be active for 5 days from the time you receive it. PCA will receive the background check without your full social security information. Only the last four numbers will be showing.
- Once you complete the information from Intellicorp for your background check, PLEASE review BEFORE submitting. If there is an error after submitting, we will still be charged as well as charged again for you to re-submit with the correct information. Please help avoid being charged twice.
- On the Volunteer Application Disclosure paperwork, please answer each question completely and truthfully. Add an extra sheet of paper if necessary.
- Sign and date the form to indicate that the information you provided is accurate.

3. Review Your Forms

Double-check to make sure you have filled out each form completely and that you have signed and dated all forms in the packet.

Thank you for your interest in volunteering at Pacific Christian Academy!



Volunteer Application Disclosure Form

Please answer the following questions honestly and completely and sign the declaration on the following page. Attach a separate sheet if additional space is needed.

The Washington State Legislation has helped us to assure security for students by allowing background checks on all people who work with students in schools. Pacific Christian Academy supports this requirement, thus all volunteers must complete this form and undergo a background check.

Any falsification, omission, deliberate misrepresentation or failure to complete any part of this form is grounds for rejection as a volunteer. Pacific Christian Academy reserves the right to reject any application for any legitimate, nondiscriminatory reason. Decisions about volunteer approval status are made on a case by case basis.

NOTE: Criminal convictions DO NOT necessarily restrict you from volunteering.

1. Have you ever been convicted of a crime? You must include any and all past or current criminal convictions.
 Yes No If "yes," please identify the specific finding(s), which agency or court made the finding(s), the date(s) of the finding(s), and the penalty(ies) imposed.

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2. Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation of a child in any legal proceeding? These proceedings include judicial or administrative proceedings as well as findings by the Department of Social and Health Services (DSHS) or the Department of Health that you have not challenged or appealed.
 Yes No If "yes," please identify the specific finding(s), which agency or court made the finding(s), the date(s) of the finding(s), and the penalty(ies) imposed.

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3. Do you currently have any criminal charges pending against you? Are you presently under investigation for possible criminal charges?
 Yes No
If "yes," please identify the specific finding(s), which agency or court made the finding(s), the date(s) of the finding(s), and the penalty(ies) imposed.

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4. Other than any matter listed on the previous page, are there any facts or circumstances involving you and your background that would call into question the school entrusting you with the supervision, guidance, and care of its students?
 Yes No If "yes," please explain.
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Disclosure Statement:

I voluntarily and knowingly authorize any law enforcement agency, state agency, federal agency, private business, and/or other persons to give records of information that may have concerning my criminal history. I voluntarily and knowingly unconditionally release any named or unnamed informant from any and all liability resulting from the furnishing of this information. This authorization shall be valid as long as membership status in current and a photographic or faxed copy of the authorization shall be valid as the original.

Signature: _____ Date: ____/____/____

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