



## **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 Administration Office before you begin to volunteer.

To complete the volunteer application packet, please read and follow these steps:

### **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.

### **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.*

- i. On the Volunteer Application Disclosure paperwork, please answer each question completely and truthfully. Add an extra sheet of paper if necessary.
- ii. Sign and date the form to indicate that the information you provided is accurate.
- iii. Complete the information for your Intellicorp background check, and review before submitting. If there is an error after submitting, PCA will still be charged, and will be charged again for you to re-submit with the correct information. Please help avoid PCA being charged twice.
- iv. We can email you an invite from Intellicorp. You will receive a link where you will fill out your personal information (Social Security #) and submit directly to Intellicorp. This link will only be active for 5 days from the time you receive it. Cleared background check reports will not include your social security number.

### **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.

### **4. Volunteer Driver**

If you would also like to be able to help drive students for school events, please provide a copy of your current Driver's License & Auto Insurance to the school administration office or receptionist desk.

**Thank you for your interest in volunteering at Pacific Christian Academy.**

Pacific Christian Academy  
33645 20<sup>th</sup> Ave. So., Federal Way, WA 98003  
(253) 943-2500 / (253) 200-1335 (fax)



# Volunteer Application Information

Today's Date: \_\_\_\_\_

Check one:  Parent  Guardian  Relative  Community Member

Check one:  Male  Female

Full Legal Name		
First:	Middle:	Last:
REQUIRED email information: (Please print clearly)		

Phone Number:	Languages spoken other than English:

Name of child(ren)/student(s)	
Name:	Grade:
1.	
2.	
3.	

Emergency Contact	
Name:	Phone Number:

### Volunteer Interests and Activities:

I plan to volunteer (Check one):  Regularly  Once in a while

Please list your chosen volunteer activities (ex: recess aide, lunchroom clean-up, field trip chaperone, math help, tutoring, etc.)

\_\_\_\_\_  
All information in this application is accurate to the best of my knowledge. I will support the mission, Statement of Faith and decisions of the administration while volunteering at PCA. "DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application."

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Applicant signature (or Parent/Guardian if under 18 years old)

\_\_\_\_\_  
Date



## 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.

To assure security for all students, PCA conducts background checks on volunteers who work with students in our school. Background checks expire every 2 years.

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 may 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), and the penalty(ies) imposed.

- 
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 findings(s), which agency or court made the finding(s), the date(s) of the finding(s), and the penalty(ies) imposed.

- 
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.
-

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

Disclosure Statement:

*I voluntarily and knowingly authorize any law enforcement agency, state agency, federal agency, private business, and/or persons to provide records or information that they may have concerning my criminal history. I voluntarily, knowingly and unconditionally release any named or unnamed informant from any and all liability resulting from furnishing this information. DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.*

---

Print name

---

Signature

Date