



Richland School District

615 Snow Avenue 509-967-6000 Fax 509-942-2401 www.rsd.edu

Dear Richland School District Volunteer:

In accordance with RCW 43.43.830 (Regulatory Code of Washington), Richland School District is required to register all volunteers and perform a background check through the Washington State Patrol. Enclosed is an application and disclosure statement we are requesting you complete.

We have attempted to minimize the required paperwork and please be assured all information supplied will be kept confidential. The Volunteer Disclosure Statement and Washington State Patrol Background check are documents that all volunteers must complete.

Please return the completed application to either the school building secretary where you volunteer or to the Richland School District Administration building receptionist at 615 Snow Avenue, Richland, WA 99352.

We appreciate your cooperation with the above procedures which will assist us to ensure children in Richland schools are always safe. We also thank you for your time and efforts as a volunteer in the Richland School District. Your contribution is truly appreciated!

If you have any questions, please call.

Sincerely,

John Steach
Executive Director
Human Resource Services



Richland School District

615 Snow Avenue www.rsd.edu
Phone 509-967-6000 Fax 509-942-2401

Volunteer Application

All volunteers will complete annually the Volunteer Application which includes a Washington State Patrol identification Background Search (RCW 43.43.830 through 43.43.845).

Washington State Patrol Identification & Criminal History Search

Name _____
Maiden Name or Alias _____
Birth Date _____
Address _____
City _____ State _____ Zip _____ Phone _____
Emergency contact person _____ Phone _____

Location Specifications

I would prefer to volunteer with Elementary Middle High school students
List School(s) preferred _____
Type of work preferred _____

Education and Training

Circle last year of school completed 9 10 11 12 College degree(s) _____
Vocational Training Yes No
Technical Skills _____

Employment Information

Company _____ Phone _____
Your job title _____ Your supervisor _____
Volunteer experience _____
Do you have any limitations that should be considered in your volunteer placement? Yes No
If yes, explain: _____
Do you have transportation? Yes No

I understand that by registering with the Richland School District, I may choose among the volunteer jobs referred to me and I am under no obligation to accept any placement unless I choose to do so. I also understand the above activities may involve an element of risk and agree to hold the Richland School District harmless against all claims, loss or liability.

Volunteer Signature _____

If under age 18, Parent/Guardian Signature also required _____

Richland School District

Volunteer Disclosure Statement

Please answer **YES** or **NO** to each listed item. If the answer is **YES** to any item, explain in the area provided indicating the charge or finding, the date, and the court(s) involved.

1. Have you been convicted of a misdemeanor or felony (excluding traffic violations) in the past ten years?

ANSWER _____ If YES, explain _____

2. Have you ever been convicted of any crimes against **children** or **other persons**? For example, murder; homicide; kidnapping; assault; rape; robbery; arson; burglary; manslaughter; unlawful imprisonment; sexual exploitation of minors; criminal mistreatment; child abuse or neglect; custodial interference; malicious harassment; child molestation; child abandonment; custodial assault; violation of a restraining order; prostitution; indecent exposure; or any of these crimes as they may be renamed in the future?

ANSWER _____ If YES, explain _____

3. Have you ever been found by a court in a domestic relations proceeding to have sexually abused, exploited any minor, or to have physically abused any minor?

ANSWER _____ If YES, explain _____

4. Have you ever been convicted of possession of a controlled substance or possession with intent to deliver a controlled substance?

ANSWER _____ If YES, explain _____

5. Are you presently charged with, but not convicted of, any of the violations or crimes described in paragraphs 1-4?

ANSWER _____ If YES, explain _____

6. Do you have any nicknames or short first names or any other name or alias by which you are referred or by which you refer to yourself other than as signed below?

ANSWER _____ If YES, explain _____

7. Have you previously retired from any other public agency?

ANSWER _____ If YES, explain _____

Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of service. Furthermore it is understood that this application and record become the property of Richland School District, which reserves the right to accept or reject it. A criminal history on all volunteers will be requested through the Washington State Patrol or Federal Law Enforcement Agencies.

Pursuant to RCW9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. In consideration of Richland School District's review of this statement, I release the Richland School District and all providers of information from any liability as a result of furnishing and receiving any of the foregoing information.

Volunteer Signature _____
(must be signed in the presence of a School District Employee)

School District Employee Signature _____
(must witness the volunteer signing above)

Date _____ Building _____

As of this date, the applicant named above shows no evidence pursuant to RCW 43.43.830 through 43.43.845

The Richland School District complies with all Title IX/RCW 28A.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations. The Affirmative Action Plan is on file and available for review from building administration and the Administration office, 615 Snow Avenue, Richland, WA 99352. Copies are available upon request. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Richland School District should contact the Districts compliance officer, Steve Witeck, twenty-four hours in advance of the event to arrange accommodation. Inquires regarding accommodation, compliance and/or grievance procedures may be directed to Steve Witeck at the above address.

The Richland School District shall provide equal employment opportunity and non-discriminatory treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to all protected groups as set forth in the Washington State laws against discrimination in hiring or employment as now or hereafter enacted except insofar as such factors are valid occupational qualifications.