



The Montessori School
of Winston-Salem

Volunteer Application
The Montessori School of Winston-Salem
6050 Holder Road
Clemmons, NC 27012
(336) 766-5550

The Montessori School of Winston-Salem depends on volunteers to support the school in numerous ways. Please complete the application below if you intend to volunteer at our school in any capacity working with children. After this form is processed, you will be sent a link via email to input your information for a basic on-line background check. **Reminder: This is a two-step process.**

| Personal Information | |
|-------------------------------|---|
| Last and First Name: | Suffix: (Jr., Sr., III, etc.) |
| E-mail Address: | Home Phone #: |
| DOB: (mm/dd/yyyy) / / | Gender: <input type="checkbox"/> M <input type="checkbox"/> F |

| Safety Information | | | | |
|---|-------------------|------------------------------|------------------|---------------------|
| To volunteer with the children a criminal history check must be conducted. A prior criminal record may or may not result in your disqualification for volunteering; however, failure to disclose your record on the application WILL disqualify you from volunteering. | | | | |
| Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Are there any injunctions, charges currently pending against you and/or have been placed on probation this year? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| If the answer is "yes" to any of the above safety questions, you must provide information below: (If you have multiple convictions or need additional space, attach a separate sheet to this application, along with <u>court documents, police report</u> and <u>a detailed letter of explanation</u>). | | | | |
| Nature of Charge | Date (mm/dd/yyyy) | City, County, State, Country | Level of Offense | Disposition/Outcome |
| | | | | |

| A volunteer application is valid for three years from date of processing. | |
|--|--|
| Student's Name: (First and Last) | |
| Relationship to Student: <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandparent <input type="checkbox"/> Aunt <input type="checkbox"/> Uncle <input type="checkbox"/> Other _____ | |

| |
|--|
| <input type="checkbox"/> I have read and agree to abide by the School Volunteer and Chaperone Guidelines. (Separate document.) |
|--|

I understand that I am offering my services to The Montessori School without compensation.

My signature below certifies that I have provided correct information.

Print Name: _____ Applicant's Signature: _____ Date: _____

Return this form to the business office or via email to Liz Meadows, Business Manager. lizmeadows@wsmontessori.org

| Below For School Use Only | |
|---|---|
| <input type="checkbox"/> TMS Application Complete <input type="checkbox"/> Email link to online portion Date _____ | Approved _____ Declined _____ By _____ Date _____ Additional Review Required: yes no |
| Clear/No Activity: <input type="checkbox"/> Hit/Criminal Activity: <input type="checkbox"/> | Applicant notified _____ By _____ Date _____ |

Turn Over for frequently asked questions.

Application Expires on _____

FAQs for Volunteer Background Check Process:

Q. Why does The Montessori School of Winston-Salem (TMS) require a background check for volunteers that work with the students?

a. To help ensure the safety and security of our students.

Q. What is a background check?

a. A background check is merely a process of acquiring information about the applicant within a variety of public arenas.

Q. Why did TMS choose MyBackgroundCheck.com as their third-party agency to conduct the check?

a. There are many private companies that can conduct background checks, however, MyBackgroundCheck.com was chosen because it is one of the leading institutions used by non-profit organizations across the United States.

Q. I am concerned about giving out my Social Security Number and other personal information, is this information secure?

a. YES

Q. What type of search is performed using the information I provide?

a. The search includes:

- Social Security Number (SSN) address locator
- Sex Offender Search
- US Criminal Activity

Q. Why does the Authorization & Disclosure statement mention a credit check?

a. Criminal activity (i.e. fraud) can be financial in nature. The school **does not receive your credit history**. We will, however receive confirmation of any criminal offense that is financial in nature.

Q. How long is the Volunteer Approval valid?

a. Three years from the date of approval.

Q. What if my application to volunteer is denied?

a. Any applicant not approved may dispute the decision to the Board of Trustees in writing. The Board will address any disputes within two weeks of receipt.

Q. What if there is incorrect or inaccurate information reported?

a. The Volunteer Tracking System's Dispute Resolution Service enables applicants to dispute reported information they believe to be inaccurate directly with MyBackgroundCheck.com.