

*****THIS IS A YEARLY FORM THAT NEEDS TO BE COMPLETED*****

**Berlin Area School District
VOLUNTEER APPLICATION FORM**

The responsibility the Berlin Area School District has to its school children, program participants and community necessitates the following information from all applicants regarding arrest and conviction records. A record of arrest or conviction does not automatically prohibit volunteer service. The information on this form will be kept confidential. It is the policy of the Berlin Area School District to require all volunteers and prospective volunteers to complete this form. Subsequently, the School District may complete a state and/or national criminal background check.

Please print your name: _____

Students Name,	Grade	Relationship to Student
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Social Security Number: _____

WI Driver License Number: _____

Date of Birth: _____ Gender: _____

Address: _____

Telephone Number: _____

MUST COMPLETE THE FOLLOWING QUESTIONS TO BE PROCESSED:

- Have you ever been convicted of, or do you have any charges pending, for felonies or misdemeanors? Circle YES or NO
If YES, please attach an explanation including date, location, nature and circumstances of offense.
- Do you have students in the Berlin Area School District Circle YES or NO
- Have you resided outside the state of Wisconsin in the last three years? Circle YES or NO

CRIMINAL RECORD CHECK AUTHORIZATION

I, the undersigned, give my permission for the School District of Berlin to conduct a criminal history check. I understand that in addition to the state and/or national criminal history check, local area law enforcement agencies may also be contacted for information.

I also give my permission for the school district to conduct a check of my driver's record.

Both the authorizations expire thirty calendar days after the date listed below.

Applicant's Signature

Date

*****You will only receive a letter if you are denied to be a volunteer*****