

**POLK COUNTY PUBLIC SCHOOLS  
2018-2019 VOLUNTEER APPLICATION**

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In order to apply, you will need to:

1. Confirm with the school that you are not already an approved volunteer.
2. Review the qualifications carefully before you sign the application.
3. Obtain a personal check or money order payable to the Polk County School Board in the amount of \$25.00 to cover the level 1 criminal background screen that is required for all applicants every five (5) years. **\*\*Active and sworn law enforcement officers with arresting power, current Polk County Public Schools employees and registered Polk County Public Schools students and college students majoring in education are EXEMPT from paying the \$25.00 background check fee, but must reapply yearly. Attach a copy of verifying documentation, such as your badge number OR an employee/student ID badge.**
4. Bring completed application and *non-refundable* \$25.00 payment to the school (please allow 2 to 3 weeks to complete the application process).

**\*REQUIRED INFORMATION**

\*Last Name: \_\_\_\_\_ \*First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ \*Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
No SSN

\*Gender: \_\_\_\_\_ \*Race: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

\*Email Address \_\_\_\_\_@\_\_\_\_\_

(Please Print Legibly)

**\*\*If you are an applicant that is EXEMPT from the \$25.00 background fee (as stated above), please specify here:** \_\_\_\_\_

**\*List the school(s) where you will volunteer:**

\*School: \_\_\_\_\_

\*School: \_\_\_\_\_

Department of Public Relations & Strategic Partnerships  
863.534.0636

## QUALIFICATIONS

All volunteer applicants will be required to undergo a level 1 criminal background screen every five (5) years. **Active and sworn law enforcement officers with arresting power, current Polk County Public Schools employees and registered Polk County Public Schools students and college students majoring in education are EXEMPT from paying the \$25.00 background check fee, but must reapply yearly.** Attach a copy of verifying documentation, such as your badge number OR an employee/student ID badge.

## CLEARANCE

Because Polk County Public Schools values student safety and security, prior conduct may disqualify a volunteer applicant. To meet the required search criteria of Section 943.04351, Florida Statutes, for information regarding sexual predators and sexual offenders, schools must complete a criminal background screen. Accordingly, applicants will not be approved as school volunteers for the following reasons:

1. Convicted of or had adjudication withheld for any felony offense, at any time;
2. Convicted of or had adjudication withheld for any misdemeanor within the past three (3) years; or
3. Any pending criminal charges of a crime that would disqualify the applicant from employment with Polk County Public Schools.

I specifically authorize the release of my social security number and confidential criminal background screen to Polk County Public Schools to consider my school volunteer application and for all related lawful purposes, including but not limited to The National Child Protection Act, and Section 943.0542, Florida Statutes. Volunteers may challenge the record for the reasons stated in Section 943.056, Florida Statutes, only.

- I affirm that my responses are true, complete and correct to the best of my knowledge and are made in good faith.
- I agree to abide by the rules and regulations of the volunteer program. I understand that all involvement with students is restricted to approved school activities.
- I acknowledge that I have read the qualifications and clearance information provided.

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law in any of its programs, services, activities or employment practices. The Board will provide equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups as required within 34 C.F.R. 108.9. To file concerns, you may contact the Equity & Compliance Analyst in Human Resource Services at (863) 534-0781 ext. 570 or at P.O. Box 391 Bartow, Florida 33831.

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