

**POLK COUNTY PUBLIC SCHOOLS  
2017-2018 VOLUNTEER APPLICATION**

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 Florida Department of Law Enforcement background check required for all applicants. **\*\*Active and sworn law enforcement officers with arresting power, current / retiring PCPS employees, registered PCPS students and college students majoring in Education are EXEMPT from paying the \$25.00 background check fee. Attach a copy of verifying documentation such as an officer photo ID badge and member 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: (\_\_\_\_) \_\_\_\_-\_\_\_\_

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

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

Department of Public Relations & Strategic Partnerships  
863.534.0636

## QUALIFICATIONS

All volunteer applicants will be required to undergo a level 1 criminal background screening by the Florida Department of Law Enforcement. **Active and sworn law enforcement officers with arresting power, current / retiring PCPS employees, registered PCPS students and college students majoring in Education are EXEMPT from paying the \$25.00 background check fee. Attach a copy of verifying documentation such as an officer photo ID badge and member number OR an employee / student ID badge.**

## CLEARANCE

In meeting the criteria of Section 943.04351, Florida Statutes, for the “search of registration information regarding sexual predators and sexual offenders required before appointment,” a background check is performed. Any applicant who has been convicted or had adjudication withheld in any misdemeanor within the past three (3) years or any felony offense, or if any criminal charges are pending of a crime that would disqualify him/her for employment in PCPS, shall not be accepted as a volunteer. Because PCPS values student safety, prior conduct may disqualify a volunteer applicant.

I specifically authorize the release of my confidential criminal history to Polk County School Board pursuant to The National Child Protection Act and F.S. 943.0542. Volunteers may challenge the record only as provided in F.S. 943.056.

- 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 provided.

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

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, genetic information, homelessness, pregnancy, disability or other basis prohibited by law in any of its programs, services, activities or employment. To file concerns, you may contact the Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0513 or P.O. Box 391 Bartow, Florida 33831.