

Date: _____

For Office Use:
Volunteer List:

VOLUNTEER APPLICATION

MARYSVILLE PUBLIC SCHOOLS DISTRICT
495 East Huron Blvd. - Marysville, Michigan 48040
Phone: (810) 364-7731 Fax: (810) 364-3150
Web Site: www.marysville.k12.mi.us

Name: _____	Birthday: (for background check) _____
Present Address:	Emergency Contact:
Address: _____	Name: _____
City/State/Zip: _____	Relationship: _____
Telephone Number: _____	Address: _____
Driver's License Number: _____	Telephone Number: _____

1. Have you reached your 18th Birthday? _____ Yes _____ No
2. Are you a Citizen of US? _____ Yes _____ No
If not, are you eligible to work in the United States? _____ Yes _____ No
If yes, what makes you eligible? _____
3. Have you ever been convicted of a crime, other than a minor traffic violation? _____ Yes _____ No
If "yes", please explain: _____

Do you have any currently pending felony charges or are you under investigation for potential felony charges? _____ Yes _____ No
If "yes", please explain: _____
4. Have you ever been convicted of any offense involving criminal sexual conduct, attempted criminal sexual conduct, assault with intent to commit criminal sexual conduct, felonious assault on a child, cruelty, torture or indecent exposure involving a child? _____ Yes _____ No
If "yes", please explain: _____
5. Have you ever been discharged or requested to resign from a position? _____ Yes _____ No
If "yes", please explain: _____
6. Have you completed the PACE Training Program? _____ Yes _____ No
7. Volunteer Preference(s): _____

Education

Name of School (City & State)	Years Attended From – To	Circle Last Completed Year	Did You Graduate?	Diploma/Degree Or Certification
High: _____	_____ to _____	9-10-11-12	___Yes ___No	_____
College: _____	_____ to _____	1-2-3-4-5-6-7	___Yes ___No	_____
Other: _____	_____ to _____	1-2-3-4	___Yes ___No	_____

References (List 3 references that have first-hand knowledge of your character, personality and to work with children)

Name	Relationship	Telephone Number

Applicant Certification

I certify that the answers and information given by me in this application are true and complete without qualification and that I have not knowingly withheld any information that might, if disclosed, affect my application unfavorably. I understand and agree that if any statement made by me on this application is false, misleading or a material omission, it will prevent me from volunteering and will be grounds for my immediate dismissal regardless of when discovered by the Marysville Public Schools District.

I authorize the Marysville Public Schools District to make any investigation into my background deemed necessary. I authorize former employers, law enforcement organizations, educational institutions and any other third party to give the District any information they have regarding me without providing me with notice of the same. Such information may include educational transcripts and records, references, disciplinary information and records, information about my job performance, criminal convictions, driving records, Child Protective Service information, other information pertaining to child neglect or abuse, and any information that may be relevant.

My signature below indicates that I agree to perform the duties and responsibilities of the volunteer assignment for which I have been placed in accordance with Board of Education policies related to Ethical Behavior and Staff Conduct. I have read and understand my specific obligations under Board Policies 5200-Staff Conduct and 5695-Ethical Behavior.

Signature: _____

Date: _____

The Board of Education of the Marysville Public Schools District complies with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education and the Michigan State Department of Education. It is the policy of the Marysville Board of Education that no person on the basis of sex, race color, religion, national origin or ancestry, age, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program, employment practice, or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education or the Michigan State Department of Education.

All Volunteers are subject to a criminal background check. We search public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.

5695 Ethics

No district employee will undertake any activity, while on district property or while engaged in district business, that is improper, illegal, or immoral or that causes in any way, harm or embarrassment to the district, its employees, students or citizens.

All district employees, in the performance of his/her duties, shall recognize basic dignities of all individuals with whom he/she interacts in the performance of his/her duties.

All district employees should exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible.

All district employees shall be accountable for maintaining his/her integrity and self-control.

Employees shall avoid accepting anything of substantial value offered by another, which is known to be, or which may appear to be for the purpose of influencing his/her judgment or performance of his/her duties.

All employees shall accurately represent his/her qualifications.

All employees shall be responsible to present any subject matter in a fair and accurate manner.

Approved: May 18, 2000
Amended: November 2004

5200 Staff Conduct

All staff members have the responsibility to make themselves familiar with, and abide by, the laws of the state of Michigan as they affect their work, the policies of the Board, and the administrative regulations designed to implement them. All staff members shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversight of students and contribute to the education and development of the District's students.

All district employees are to exhibit appropriate ethical behavior (as defined by Policy 5695 – Ethics) in the performance of their duties.

The Superintendent and building Principals shall assume the major responsibility for interpreting this policy. This policy shall be referenced in each employee or staff guidebook, coaching handbooks, and supplementary contracts, throughout the district.

Employees in violation of the policy on staff conduct shall be subject to discipline, as provided within their individual or bargaining unit contracts. Employee discipline for the violation of the policies related to staff conduct may include a verbal reprimand, written reprimand, suspensions with or without pay, or dismissal. The extent of the punishment will be dependant upon the individuals and circumstances involved.