



HAMTRAMCK PUBLIC SCHOOLS

Volunteer Background Check Form

Thank you for taking the time Volunteer with Hamtramck Public Schools! All responses are kept confidential. If there is a problem processing your background check, you will be contacted by phone or email.

PARENTS - PLEASE BE SURE TO CHECK ALL BUILDINGS WHERE YOUR STUDENTS ATTEND, SO YOU ONLY NEED TO COMPLETE ONE FORM TO VOLUNTEER FOR ANY EVENT. ONLY ONE VOLUNTEER FORM IS REQUIRED PER SCHOOL YEAR. IF YOU HAVE ALREADY COMPLETED THIS FORM ONCE DURING THIS SCHOOL YEAR - PLEASE DO NOT COMPLETE THIS FORM AGAIN!

Please contact Human Resources at 313-872-9270 if you have any questions about this form.

First Name: _____ Middle Name: _____
Last Name: _____
Other name(s) including maiden name: _____
Email Address: _____
Daytime Phone: _____

In order to process background checks, RACE is REQUIRED.

Please indicate: White Black Asian/Pacific Islander American Indian/Alaskan Native Other

In order to process background checks, GENDER is REQUIRED.

Please indicate: Female Male Other

In order to process background checks, BIRTHDATE is REQUIRED.

Please provide your full date of birth: ____ / ____ / ____

Field Trip Chaperone or Driver? Yes (Start/Field Trip Date: __ / __ / __) No
Are you a Student Teacher/Intern? Yes (Classroom Teacher: _____) No
Are you a Vendor/Contractor? Yes (Company Name: _____) No
Type of service you will be performing: _____

Please indicate the locations/buildings you will be present in:

- | | |
|----------------------------|------------------------------------|
| Administration Building | Holbrook Elementary |
| Dickinson East | Horizon High School |
| Dickinson West | Kosciuszko Middle School |
| Early Childhood Elementary | Tau Beta |
| Hamtramck High School | Other (must fill if checked) _____ |
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***** Please make sure you finish the both pages!!!! This is page 1 of 2. *****

Pursuant to 1993 Public Act 68, you must check either YES or NO: (Please note that if you have an arrest for DUI, you must check the YES box)

NO, I have NOT been arraigned, convicted of, or pled guilty or no contest to ANY crimes or misdemeanors.

YES, I have been arraigned, convicted or pled guilty or no contest to the following crimes or misdemeanors. (Use the space below to explain the incident, including dates)

Hamtramck Public Schools reserves the right to "approve" or "deny" any volunteer service upon review of the background check returned. The determination will be based upon individual fitness to have responsibility for the safety and wellbeing of children. Providing false information is grounds for immediate volunteer denial. By affixing your signature to this form, you acknowledge your statements are true and give full consent to complete the requested background check. Misrepresentation or failure to disclose criminal information is a violation of Public Act 131.

Signature: _____

Date Signed: _____ / _____ / _____

Print Name: _____

Thank you again for taking your time to volunteer for our schools.

Please return the form to HR for processing.

***** Please make sure you finish the both pages!!!! This is page 2 of 2. *****