

Hawai'i Department of Education

Volunteer Certification Form

VOLUNTEER CERTIFICATION

I hereby certify that all the information which I have provided during the application process is accurate and correct and I hereby make an application to be a school volunteer in the Hawai'i Department of Education. I understand that I am applying for a volunteer position and that this is not an application for, or contract of employment. If any of the information given on this application is incomplete or untrue, I understand that my assignment may be terminated.

VOLUNTEER CONSENT FOR REFERENCE, CREDENTIAL, AND BACKGROUND CHECKS

I hereby give the Hawai'i Department of Education permission to inquire into my licenses, credentials, educational background, references, driving record, police records, employment and my volunteer history. I further give permission to the holder of any such records to release this information to the Hawai'i Department of Education and its authorized officials. I understand that the Hawai'i Department of Education will only use this information as part of its verification of my volunteer application and periodically for evaluation purposes. I do hereby hold the Hawai'i Department of Education harmless from any liability, whether civil or criminal, that may arise as a result of the release of this information. I further hold harmless any individual, agency, business or corporation that provides information or documents to the Hawai'i Department of Education. I understand that my placement with the Hawai'i Department of Education is conditional upon the completion of appropriate suitability checks and cannot begin (or continue) unless this statement is satisfactorily completed.

VOLUNTEER CONSENT FOR RELEASE OF INFORMATION

I do hereby give the Hawai'i Department of Education permission to release personal information to local, state, and federal management agencies as needed. In addition, I give my consent to use my image and name as a school volunteer in publicity about the volunteer program as needed. There is no expiration on this permission unless notified.

STATEMENT OF UNDERSTANDING AND CONFIDENTIALITY

I understand that as a volunteer with the Hawai'i Department of Education, all the information that I hear and see related to students is strictly confidential and is not to be discussed outside of the Hawai'i Department of Education. I agree to observe all policies and procedures of the Hawai'i Department of Education, including its commitment to a drug-free workplace.

A photocopy of this release form will be valid as an original thereof even though the said photocopy does not contain an original writing of my signature.

STATEMENT OF PERSONAL BACKGROUND AND CRIMINAL HISTORY

1. Have you ever been convicted of any of the following:

Sex-Related Offenses?	Yes _____	No _____
Child Abuse/Neglect Offenses?	Yes _____	No _____
Substance/Drug Abuse Offenses?	Yes _____	No _____
Any Violation of Law (Felony & Misdemeanor) other than minor Traffic Offense involving a fine of \$50.00 or less?	Yes _____	No _____

2. Have you ever been diagnosed as having a mental or emotional condition which may affect your ability to responsibly manage, supervise, control, and interact with children? Yes _____ No _____

Use the space below to explain any "Yes" responses. Note: "Yes" responses do not automatically disqualify you from volunteering. Placement decisions will depend on the circumstances of each situation.

CODE OF CONDUCT

I understand that as a volunteer, I must exhibit the highest standards of honesty, morality, and fairness. In the capacity of a volunteer within the Hawai'i Department of Education I serve as a positive role model for students and will engage only in conduct and behavior that will contribute to an appropriate learning environment. I have read and will abide by all provisions within the Hawai'i Department of Education Code of Conduct.

I agree to follow any and all State laws, the Hawai'i Department of Education Code of Conduct and Board of Education policies at all times or risk being dismissed from my assignment at any time.

Print Name: _____ Date: _____

Signature: _____ School: Barbers Point Elem.