

# ENGAGE. EDUCATE. EMPOWER.

## Request for Adult Criminal History Information

**The Undersigned Certify the Following:** I have applied as a volunteer/employee with the North Newton School Corporation. In applying for this position, I have completed the necessary Limited Criminal History Application. I made no misrepresentation on the Limited Criminal History Application. North Newton School Corporation may verify information contained in the submitted application and related documents. I understand that after the Limited Criminal History Application is submitted, that at any time North Newton School Corporation can inquire, review, and/or pursue additional information prior to and during the time of my services. I understand and agree that, the North Newton School Corporation reserves the right to seek verification concerning and not limited to, information provided on the Limited Criminal History Report. I understand that any false or misleading information on this form shall be sufficient grounds for North Newton School Corporation to refuse my services as a volunteer/employee.

**Authorization to Release Information:** I authorize you to provide North Newton School Corporation and its agents, any and all information and documentation they request. Such information includes, but is not limited to, a Limited Criminal History Report. North Newton School Corporation and its agents, may address this authorization to any party named in the Limited Criminal History Application. A copy of this authorization may be accepted as an original. Your prompt reply to North Newton School Corporation is appreciated.

**Privacy Act Notice:** This information is to be used by the agency collecting it or its assignees, in determining whether you qualify as a prospective volunteer/employee. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not, the prospective application for volunteer/employee services may be void of adequate verifiable information and consideration may be delayed or rejected.

### Questions

- yes  no 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
- yes  no 2. Have you ever been reprimanded, disciplined, or discharged or asked to resign from a prior position?
- yes  no 3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual misconduct with another person, mishandling of funds, or criminal misconduct?
- yes  no 4. Have you ever been charged with or investigated for physical or sexual abuse of another person?
- yes  no 5. Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude?
- yes  no 6. Have you ever been convicted of a misdemeanor and/or felony or ever entered a plea of guilty or a plea of "no contest," or has any court ever deferred further proceedings without entering a finding of guilt or placed you on probation for a crime?

If you have answered yes to any of the previous six questions, please explain, including the date of the incident, charge, any court action taken, the offense in question, and the address of any court involved. Attach extra sheets if necessary.

I understand that any false or misleading information on this form shall be sufficient grounds for North Newton School Corporation to refuse my services as a volunteer/employee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Please type or print all information below:**

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

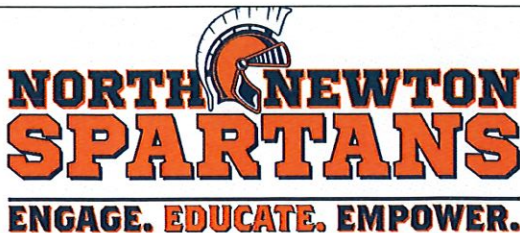
Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Mailing Address or Email: \_\_\_\_\_

Please Return to: North Newton School Corporation, Attention Deb Miller PO Box 8, Morocco, IN 47963 or dmiller@nn.k12.in.us

**\*The request form will be processed and if cleared your name may be included on the Approved Volunteer List for the North Newton School Corporation. Due to increased security measures by the Indiana State Police, a second request for SS #, state of birth, maiden/other last names and/or recommendation for fingerprints at a cost of \$21.95 may be required.**

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