



Joyful Scholars  
Montessori Elementary

249 N. Mission St • Wenatchee WA 98801 • 509.699.8286  
joyfulscholars.org • info@joyfulscholars.org

### Background Check Release and Disclosure Form

Thank you for your interest in partnering with us! We appreciate your willingness to share your time and talents with our school! Please fill this out and return it to us either in person, email, or mail as soon as possible. We look forward to working together!

**Disclosure:** Background checks are required for all employees and volunteers. If the background check reveals a criminal conviction or other information relevant to work with children, you may be prevented from serving as a volunteer or employee. Your background check may contain the following:

- Criminal records (fingerprints)
- Civil records
- Driver’s license status
- Social security verification

**Authorization:** I understand that I am required to furnish the attached information for the purpose of volunteering or working for Joyful Scholars Montessori Elementary school. I authorize law enforcement to release any information about me which is relevant to work with children. Unless already prohibited by law, this includes, but is not limited to, any data or materials involving disciplinary matters that are currently sealed. I also agree that a photocopy of this Authorization may be accepted by any law enforcement agency in the same manner as the original. I hereby expressly waive any requirement that I be provided prior or contemporaneous notice (either oral or written) of the agency’s release of information or documents about me to Joyful Scholars Montessori.

I further understand that to the extent that Joyful Scholars Montessori is prohibited by law from sharing confidential reports about me that it receives from a law enforcement agency, I am entitled to receive summaries of the contents of the reports upon request.

**Release:** I hereby release, discharge and exonerate any person, agency or entity supplying information and documents about me to Joyful Scholars Montessori, pursuant to the above Authorization from any and all liability of every nature and kind arising out of the furnishing of such information and documents. I understand that Joyful Scholars Montessori has sole authority to designate which positions or responsibilities require background checks.

**Certification:** I hereby certify that all statements on the attached background check form are true and correct to the best of my knowledge and belief. I understand that Joyful Scholars Montessori solicits this information and may solicit additional information so as to be informed of my previous record and character. I further understand and agree that any misrepresentation, falsification, or omission of facts by me may constitute good cause for corrective action, up to and including my disqualification, release, or dismissal from volunteering or employment. I also understand that my position with Joyful Scholars Montessori is conditioned upon the determination that the results of this background check are satisfactory. I further agree and understand that future criminal behavior by me may be considered in a review by Joyful Scholars Montessori.

-----  
Signature

Date

Please fill out the back of this form.

Print Name:

-----  
Last First Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_-\_\_\_\_-\_\_\_\_

Driver's License #: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_-\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_-\_\_\_\_

Work Phone: ( ) \_\_\_\_\_-\_\_\_\_

Other names you have used:

-----

Current Address:

-----  
Street City State Zip How long?

How long have you lived in Washington State? \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever paid a citation (i.e., traffic ticket)? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Exclude traffic violations for which the fine imposed was \$300 or less)

If yes, please describe the nature of the crime(s), the date and place of conviction, and the legal description of the case. Please attach additional page(s) as needed.

-----  
-----

Note: A "yes" response will not necessarily disqualify you from consideration for volunteering. Failure to disclose will be viewed as a possible bar to volunteering.

Are you out on bail or released on your own recognizance pending trial? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

-----  
-----

Note: A "yes" response will not necessarily disqualify you from consideration. Failure to disclose will be viewed as a possible disqualifier.

Note: Applicant will receive a summary of criminal background information. Original materials are confidential.