



Criminal History Background Statement Non-Licensed Employees, Administrators and Volunteers

Human Resources
Rev. 8-1-05

Answer **all** questions on this form. Write "none" if applicable. Incomplete information may cause your application to be delayed, rejected, or returned.

State	Drivers License/ Permit/ID Number	Legal Last Name	Legal First Name	Full Middle Name	Date of Birth	Sex	Social Security Number or Resident Alien # and Exp. Date

Address _____ Telephone: Home () _____ Cell () _____

City _____ State _____ Zip _____

A. List maiden/other names previously used. _____

B. List all states where you have resided as an adult (*above 18 years of age*). _____

C. Are you a current employee of the Salem Keizer School District? Yes No

D. Are you a former employee of the Salem Keizer School District? Yes No

If yes, please list states you have resided in, outside of Oregon, since your last employment date: _____

Backgrounds will be verified back to your 18th birthday. **In order to be hired, you must have satisfied the terms of your parole or probation and have been clear from parole or probation for a minimum of three years.** Falsifying or not disclosing information **may** result in disqualification of application or termination of volunteer assignment or employment. If in doubt, disclose and explain rather than conceal. If you answer "no" to any questions based upon an "expungement", order "setting aside" or "sealing" of a record of a conviction or conditional discharge, you must personally verify with the court directly involved that the expungement, setting aside or sealing actually has taken place. An erroneous belief that a conviction has been expunged, set aside or sealed, when in fact it has not, will be deemed a false statement. **If you answer "yes" to questions 1-4 listed below, a certified true copy of the charging instrument (i.e. criminal complaint, indictment, or citation) and the Court's final judgment must accompany this application.**

1. A. Have you ever been convicted, plead guilty, plead nolo contendere (no contest), or received diversion to any felony, misdemeanor, or violation, in any municipal, justice, state, or federal court? Yes No

If yes, you will need to request and complete Form PER 55 and submit supporting court documentation with your application.

B. Did you complete all court requirements (e.g. probation, community service, payment of fines, etc.)? Yes No

If No, please explain _____

2. Have you ever had a stalking or restraining order placed against you? Yes No

If yes, you will need to request and complete the Form PER 55 and attach to application.

3. Have you ever been charged civilly for any drug-related offense? Yes No

If yes, list State and County _____

4. Have you ever had a professional license revoked, suspended, or denied? Yes No

If yes, please explain _____

5. Have you ever been approved as a volunteer for a government agency or non-profit organization? Yes No

If yes, please list _____

Continued on other side
(Both sides of form must be completed)

PLEASE CHECK ONE BOX:

- Classified Applicant
- Classified Substitute
- Administrator
- Contractor

- Mentor: Location: _____
- Student Teacher: Location _____
- Volunteer: location(s): _____
- Coach/Advisor: Location: _____

**AUTHORIZATION TO RELEASE INFORMATION
(RELEASE FROM LIABILITY AND WAIVER)**

To any law enforcement agencies and Salem-Keizer Public School District: I request and authorize you to release and furnish the Salem-Keizer School District any and all information from your files and records concerning myself for the purposes of volunteer/pre-employment investigation to include all entries wherein I have been mentioned as being arrested or cited for any crime, violation, infraction or offense, any entry naming me as a suspect in any crime, violation, infraction or offense, any entry naming me as a witness, victim, complainant, or otherwise involved or named in any report by any member agency of your organization.

I, and all of my successors and heirs, hereby forever release you, your organization, it's member agencies, member agency parent governments, and all of their officers and employees, from any liability or damage, either direct or indirect, which may result from furnishing the information requested and will hold harmless the law enforcement agencies, and the Salem-Keizer School District from the provision or use of any information so obtained regardless of whether it should be later proven to be factual or not factual. This form may not be altered.

Applicant's Signature

Date

Please return to: Salem-Keizer Public Schools, Human Resources, P.O. Box 12024, Salem, OR 97309

Office Use Only:

- New Hire Re-Hire Job Transfer Processing NA PT FT

Job Title _____ Location _____ Hire Date _____

Supervisor/Coordinator _____ Ext # _____