

Reading Success Volunteer Disclosure Statement

Important Information – Please Read Carefully

After reading this form, if you are unsure of how to complete it, or if you would like any information clarified, please ask for assistance.

Signed form must be returned to Reading Success Program, United Way of Lake County, by fax (847 775 1001) or by US Mail (330 S. Greenleaf St., Gurnee, IL 60031-3389).

The responsibility the Waukegan Public School District #60 (WPS60) has to its school children and community necessitates the following information from all classroom volunteers regarding arrest and conviction records. A record of arrest or conviction does not automatically prohibit volunteering. In accordance with state law and local ordinance, convictions or pending charges will not be used or considered in making decisions whether to allow a person to volunteer unless the circumstances of the charge or conviction are substantially related to circumstances of the particular volunteer assignment. **However, failure to complete this form accurately and completely will disqualify a volunteer from consideration for volunteering or will be cause for removal from volunteer assignments.**

“Arrest record” includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for a felony, misdemeanor, ordinance violation, or other offense, pursuant to any law enforcement or military authority.

“Conviction record” includes, but is not limited to, information indicating that an individual has been convicted of any felony, misdemeanor, ordinance violation, or other offense, has been less than honorably discharged, or has been placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority regardless of whether an appeal is pending or could be taken.

Often a plea of “No Contest” results in a conviction and finding of guilt. Keep in mind that participation in a deferred prosecution program (such as First Offenders) does not necessarily mean your record is clear. As stated above, failure to complete this form accurately and completely will mean disqualification from consideration for volunteering or constitute cause for removal from volunteer assignments.

Please complete and return this form to the person who provided it to you **within three work days.**

AUTHORIZATION

I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the Waukegan Public School District #60 (WPS60). I understand that I may not begin volunteering until the background investigation has been completed.

I certify that the answers given by me in this disclosure statement are complete, true, and correct without misrepresentations or omissions of any kind. I further understand that the making of any false or misleading statement or omission from or on this disclosure form, or any other document, will be used to deny me volunteer work, or if currently volunteering, used to terminate my volunteering for WPS60.

I understand that Waukegan Public School District #60 (WPS60) shall not be held liable in any respect if my volunteering is terminated because of false or incomplete statements, answers, or omissions made by me on the disclosure form or any other document. In consideration of the school district’s review of the document, I hereby release the District, its Board, and its agents, United Way of Lake County, its Board, and its agents, as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of information. A copy of this authorization and release is as valid as the original and should be recognized as such.

Signature

Date

(over)

DISCLOSURE STATEMENT

Last name

First name & middle initial

Address (number & street)

City, State, Zip

Phone(s)

of years at this residence

List all other names used & dates used

If you have not resided in Illinois for the past five years, list all other addresses for this period:

Date of Birth: ____/____/____ Gender: Male Female
month day year

Ethnicity (check one):

- African American/Black Asian/Pacific Islander Hispanic Multi-racial Native American White

Have you ever been convicted of any violations of law: felonies, ordinance violations, misdemeanors other than minor traffic violations? (In accordance with state law and local ordinance pending charges will not be used or considered in making an authorization decision.) Yes No

Do you presently have any pending violations of law: felonies, ordinance violations, misdemeanors, other than minor traffic violations? (In accordance with state law and local ordinance, pending charges will not be used or considered in making an authorization decision.) Yes No

(If yes to any of the above, please fill in the information below. If you have more than one conviction or need any additional space, use a separate sheet.)

LIST CONVICTIONS AND RELATED INFORMATION AS REQUESTED

Charge:

Date of arrest or conviction:

Court of conviction:

City & State:

Amount of fine:

Length of jail term:

Length & terms of probation:

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