



Volunteer/Contractor Application

Please print clearly

Name: _____ Maiden Name: _____

List all other names you have used: _____

Addresses for the last ten (10) years: _____

E-mail address: _____

Phone number: _____ Cell phone number: _____

If your children attend FWCS schools:

Child's name: _____ School attending: _____

Child's name: _____ School attending: _____

Child's name: _____ School attending: _____

Specific school(s) where you would like to volunteer or provide contracted services: _____

For what activity will you volunteer or provide contracted services? _____

Independent Contractor only: <input type="checkbox"/> Schools
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BACKGROUND INFORMATION: (A conviction does not automatically disqualify you from being approved.)

Other than a minor traffic violation have you ever been arrested for or convicted of a crime that has not been expunged by a court?

Yes _____ (Please continue below)

Misdemeanor _____

Felony _____

Year _____ State _____

Explanation _____

No _____

Do you currently have any pending criminal charges? ____ yes ____ no

If yes, please explain: _____

You must attach a copy of a valid government photo I.D. for processing.

STATEMENT OF COMMITMENT

As a volunteer/independent contractor working with FWCS students, I agree to abide by all school rules and FWCS Board of School Trustees policies, authorize the release of information for a background check which will be in effect for three (3) years or the length of the assignment (contractors: twelve (12) months), honor the commitment to work as scheduled and notify in advance of absence, and communicate regularly with school personnel. I am aware and agree that all volunteer requirements including, but not limited to: background check and National Sex Offender Registry must be met before I can begin volunteering or working as an independent contractor with Fort Wayne Community Schools.

Signature: _____

SSN: _____ Date of Birth: _____ Date: _____

***Please complete and send to Human Resources (or designated department)
1200 South Clinton, Fort Wayne, Indiana 46802 or fax to 467-1973.***



Volunteer/Contractor Application

If you wish to volunteer at any FWCS school or accompany your child on a field trip, you must complete a Volunteer/Contractor Application. If you wish to work for FWCS as an Independent Contractor, you must complete an application and will also be required to complete additional forms. (See below.) **If you are a Presenter, you do not need to complete the application.** Incomplete applications will cause a delay in the authorization process and may result in your ineligibility to volunteer or work as a contractor. **The application must be submitted and approved prior to volunteering or contracting with FWCS.**

You will be required to provide additional information depending on the category selected below.

LIMITED VOLUNTEER

Someone who will participate or assist in classroom activities, extracurricular activities, or field trips, is under the supervision of a FWCS employee, and is not paid by FWCS, e.g., zoo trips.

*Volunteer/Contractor Application should be sent to Community Programs
1200 South Clinton, Fort Wayne, Indiana 46802, Phone No. (260) 467-8810*

COMPREHENSIVE VOLUNTEER

Someone who could be alone, supervising and responsible for students at school or during school sponsored activities or overnight trips and occasionally not always under the observable supervision of a FWCS employee, e.g., athletic, band, overnight field trips, or Study Connection volunteers. (Administrative recommendation must be submitted.)

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1200 South Clinton, Fort Wayne, Indiana 46802, Phone (260) 467-2135*

INDEPENDENT CONTRACTOR

This applies to an independent contractor who enters into a contract (Forms 16A, 16E, and 16N or additional agreements) to perform a service for a fee.

PRESENTERS / CONSULTANTS / PERFORMERS

You DO NOT need to complete the Volunteer/Contractor Application form if you will not be alone with students at school or during sponsored activities (i.e. employee professional learning presenters, student assembly speakers or performers, administrative consultants).

ARTISTIC INSTRUCTORS, INSTRUCTORS / TUTORS

You must complete the Volunteer/Contractor Application form if you work with students alone or not always under the supervision of a FWCS Employee (i.e. artistic instructors, instructors/tutors, school psychologists).

Once a background check has been completed and approved for contractors working with students, one of the forms listed below will need to be completed.

Please select one:

- Complete 16A – All other services provided
- Complete 16E – Extra-curricular services provided (paid from extra-curricular funds)
- Complete 16N – Non-public schools services provided for special education only

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