



ORANGE COUNTY PUBLIC SCHOOLS  
ADDitions  
School Volunteer Application  
*Achieving Educational Excellence Together*

COMMUNITY RESOURCES

445 West Amelia Street  
Orlando, Florida 32801  
**volunteer.ocps.net**  
Phone: 407.317.3323

**Items with an “\*” are REQUIRED.** Please print in **black or blue ink**, or type. If you would like to submit your application directly to Community Resources **you may enter your information directly on the secured and confidential website listed above** or mail to the address above.

<b>Personal Information</b>		Title: <input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.	
*Last, First, and Middle Name:		Suffix: (Jr., Sr., III, etc.)	
E-mail Address:		Home Phone #:	
*Mailing Address: (Street/P.O. Box, City, State, Zip)			
*Physical Address: (Street, City, State, Zip)			
*DOB: (mm/dd/yyyy)      /      /		Driver's License #:	
*Passport/Visa ID #: (If not a U.S. citizen)		*S.S. #:	
		*Racial/Ethnic Information: <input type="checkbox"/> American Indian/American Eskimo <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Black, Non-Hispanic Note: Racial/Ethnic information used for statistical reporting.	
*Gender: <input type="checkbox"/> M <input type="checkbox"/> F		Health (any physical limitations): <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, indicate:	
My Education Status (Highest Grade Completed): <input type="checkbox"/> Associates <input type="checkbox"/> Current OCPS Student or <input type="checkbox"/> Private Student <input type="checkbox"/> Bachelors      *School Name: _____ <input type="checkbox"/> Educational Leadership      *Provide Student ID #: _____ <input type="checkbox"/> Masters <input type="checkbox"/> Elem. <input type="checkbox"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Post Secondary <input type="checkbox"/> Doctorate <input type="checkbox"/> Current College Student: <input type="checkbox"/> Other <input type="checkbox"/> Rollins <input type="checkbox"/> SCC <input type="checkbox"/> UCF <input type="checkbox"/> VCC <input type="checkbox"/> Other _____		Hobbies/Interests/Special Skills:	
Language Spoken Other Than English:		Language Written Other Than English:	
Employer:		<input type="checkbox"/> Yes, I am a current OCPS Employee. Work Location:	
Employer's Address: (Street, City, State, Zip)		Work Phone #:	
<b>Volunteer Information</b>		*School Preference:	
*Preferred Grade Level:		*Type of Work Preferred:	
Teacher Preferred:			
Do you have a child/children attending <b>this school</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No		Student's Name: (First and Last)	
If so, provide their name and grade level: Relationship: <input type="checkbox"/> parent <input type="checkbox"/> step-parent <input type="checkbox"/> legal guardian <input type="checkbox"/> grandparent <input type="checkbox"/> aunt <input type="checkbox"/> uncle <input type="checkbox"/> other		Grade:	
		Teacher:	
Indicate the day(s) and time(s) most convenient to your schedule: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su ____ a.m. ____ p.m.			
How often are you willing to serve in the volunteer program? <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> occasionally <input type="checkbox"/> other: ____			
<b>Mentor/Tutor Information</b>			
Would you be interested in being a mentor/tutor? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes," have you been a mentor/tutor in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	
As a mentor/tutor, in which subject do you feel most competent?		<input type="checkbox"/> Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Social Studies	
<b>School/Program Coordinator Use Only</b>			
School WL#: _____		Coordinator Name:	
School Name:		Program Coordinator:	
Program Name:			
<input type="checkbox"/> Yes, Type of volunteer activity <u>mandates a background check</u> :      or <input type="checkbox"/> Yes, background check requested, but <u>not mandatory</u>			
(check all that applies) <input type="checkbox"/> Tutor <input type="checkbox"/> Mentor <input type="checkbox"/> Overnight Chaperone <input type="checkbox"/> Criminal History <input type="checkbox"/> Exc. Board Member <input type="checkbox"/> Coordinator			
Volunteer #		<input type="checkbox"/> Yes, all information from this application has been entered or updated within the OCPS ADDitions Online Application.	

## SAFETY INFORMATION

To become an Orange County Public Schools volunteer, a criminal history check may be conducted. A prior criminal record may or may not result in your disqualification for volunteering, but a **failure to disclose your record** on the application **WILL disqualify** you from volunteering.

*In Florida, the **entire arrest record** is revealed to school districts by the Florida Department of Law Enforcement and/or FBI, including "sealed" or "expunged records," and military court proceedings." (Factors such as age at the time of the offense, type of offense, remoteness of the offense in time and rehabilitation will be considered when determining the suitability for volunteering.)*

**FLORIDA LAW REQUIRES THAT YOU MUST DISCLOSE this information even if you have been told differently by a lawyer, judge, or other third party or law enforcement individuals. You must list all convictions, including those in which adjudication was withheld and/or records were sealed or expunged. All convictions must be reported regardless of the number of years since the offense.**

1. *Have you ever (as a juvenile and/or an adult) been convicted or found guilty as a juvenile and/or an adult of a <u>felony</u> offense? (DUI/DWI is a criminal offense that must be reported)	<input type="checkbox"/> YES <input type="checkbox"/> NO
1a. *Have you ever (as a juvenile and/or an adult) been convicted or found guilty as a juvenile or an adult of a <u>misdemeanor</u> ? (DUI/DWI and reckless driving are criminal offenses that must be reported)	<input type="checkbox"/> YES <input type="checkbox"/> NO
1b. *Have you ever (as a juvenile and/or an adult) been convicted or found guilty of an offense but you are <u>not sure</u> if the level is a misdemeanor or felony?	<input type="checkbox"/> YES <input type="checkbox"/> NO
1c. *Have you ever (as a juvenile and/or an adult) at any time been confirmed as a <u>child abuser</u> by any agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. *Have you been arrested within the past year?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. *Are you currently on probation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. *Have you ever (as a juvenile and/or an adult) entered a nolo contendere or no contest plea in a criminal proceeding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. *Have you ever (as a juvenile and/or an adult) had a criminal record sealed or expunged?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. *Have you ever (as a juvenile and/or an adult) had adjudication withheld in a criminal <u>felony</u> offense?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6a. *Have you ever (as a juvenile and/or an adult) had adjudication withheld in a criminal <u>misdemeanor</u> offense?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. *Are there any felony or misdemeanor charges currently pending against you other than a non-criminal traffic violation? (DUI/DWI and reckless driving are criminal offenses that must be reported)	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. *Have you ever (as a juvenile and/or an adult) been imprisoned or jailed in a criminal proceeding or pled guilty to a criminal act/charge?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8a. *Have you ever (as a juvenile and/or an adult) at any time failed to appear in court or forfeited bond in a criminal proceeding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. *Have you ever been convicted in a military court proceeding?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. *Have you ever (as a juvenile or an adult) at any time been enrolled in a pretrial diversion/pretrial intervention program, any court supervised program, teen or drug court program, or juvenile program? (Please be advised that your response to this question includes the requirement to list participation in any Court ordered, approved or authorized program, or participation in any other alternative program for violation of any law, including but not limited to teen or drug court or juvenile program even if this participation and completion of the program results in a nolle prosequi or dismissal of the charge.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
10a. *Do you currently have a court ordered injunction filed against you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. *Have you ever paid a fine? (Other than a non-criminal traffic ticket or library fine)	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. *Have you ever had a teaching certificate revoked, been placed on probation or disciplined?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13. *Have you ever been dismissed from an OCPS position, denied employment by OCPS, or had a teaching certificate revoked, suspended or denied?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14. *Have you ever resigned in lieu of discipline or termination, been disciplined, the subject of an investigation, terminated or been non-reappointed based on inappropriate behavior from a prior employer, including military?	<input type="checkbox"/> YES <input type="checkbox"/> NO
15. *Have you ever (as a juvenile and/or an adult) had a criminal offense occur outside the state of Florida?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16. *Have you ever (as a juvenile and/or an adult) been arrested or charged for any criminal offense where charges were withdrawn, dismissed, dropped or not prosecuted?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**If the answer is "yes" to any of the above safety questions, you must provide information below: (If you have multiple convictions or need additional space, attach a separate sheet to this application, along with court documents, police report and a detailed letter of explanation.**

Safety Question #	Date (mm/dd/yyyy)	City, County, State, Country	Nature of Charge	Level of Offense	Disposition/Outcome

I understand that I am offering my services to the Orange County Public Schools without compensation. Once I become an OCPS volunteer, I agree to abide by all school board rules, regulations and policies, either published or in effect by usage and all rules, regulations and laws of the State of Florida as may be required by Florida Statutes, Florida State Board of Education, and the School Board of Orange County, Florida. It is the policy of Orange County Public Schools to conduct criminal history background checks for individuals who participate in volunteer activities. Additionally, as an applicant to become an ADDitions school volunteer or subsequent to being approved to work as an ADDitions school volunteer you may be randomly selected to submit to the digital fingerprinting process as conducted by Orange County Public Schools. **My signature below certifies that I agree to the above provisions and have reviewed the criminal offense statement and have provided correct information. I also understand that clearance to volunteer for Orange County Public Schools does not equate to clearance for employment.**

Print Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_