

THE MONTESSORI ACADEMY OF ARLINGTON

Preparing children for life, not just the next test.



VOLUNTEER APPLICATION

The TMA Volunteer Application process is in place with the goal of providing the safest environment for all of our students, staff, and volunteers. TMA strongly encourages parents and relatives of enrolled students to become regular volunteers. If you are interested in volunteering at TMA as a substitute teacher, classroom volunteer, field trip driver/chaperone or in any other capacity that involves coming into contact with children, please complete the attached form and return to the front office.

Applications will be submitted to an outside vendor, VERIFYI, for processing once each semester, on August 1st and January 1st. If you want to volunteer in the fall, be sure to turn in the attached form by August 1st. Only completed applications can be submitted for processing; applications with missing or incomplete information will be returned to the volunteer to be completed.

All individuals applying to be a volunteer at TMA must agree to a criminal history records background check. This is a national criminal history background check. The requested information regarding gender, ethnicity, social security number, date of birth, and driver's license number is necessary for processing and is kept strictly confidential.

TMA can utilize only those volunteers who are on the current list of "APPROVED" volunteers. Volunteers will be placed on the approved list when a clear criminal history has been received back from the agency with which TMA has contracted to complete criminal history background checks. The approval to volunteer is effective for two years from the date of "approval."

If a background check indicates an apparent criminal history for anything other than a minor "traffic" offense, the volunteer will not be added to the "APPROVED" list. It is the volunteer's responsibility to determine whether they are on the approved list. If you find that your name is not on the list, you may contact the Head of School as to the reason. If the reason is an apparent criminal history, you can appeal to the officers of the Board of Directors. The appeal process will be kept strictly confidential.

An apparent criminal history would not require an appeal to the Board for permission to participate with your child in the classroom, attend class parties with your child, accompany your child on school field trips or volunteer at school events where you are not responsible for supervising children other than your own.

TMA's Volunteer Policy is intended to be one more step toward ensuring the safety of your children. This policy is not intended to discourage parents and relatives from being volunteers and TMA remains committed to involving parents in the education of their children.



Background Verification Release Form

AGENCY INFORMATION

Date	Agency Name The Montessori Academy of Arlington		
Contact Name Pam Dunbar			
Agency's Main Phone Number (817) 274-1548		Agency's Fax Number (817) 274-6951	

APPLICANT INFORMATION:

Applicant Full Name (Last, First, MI)			Maiden or Other Name(s) Used	
Current Address				
City		State	Zip Code	County
Social Security Number	Date of Birth	Driver's License Number		State Issued
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Race <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Anglo <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other		

I hereby authorize VERIFYI and or its Service Provider to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Social Security Number Trace including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers.

The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge VERIFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VERIFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

Applicant's Signature

Date

Applicant's Printed Name

Parent/Guardian's Signature
(if under 18 years of age)

TMA Use Only	Date Received/Initials	Complete <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Returned/Initials	Date Mailed/Initials	Date Approved/Initials	Date Posted/Initials
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