

## Volunteer Background Check Information 2016/17

1. You need to fill out a Volunteer Application and sign a Volunteer Confidentiality Agreement and a Criminal Identification Waiver Authorization.
  - a. These forms can be found online.
  - b. Go to the Westerly Public Schools home page, click on "Community" and then click on "Volunteer".
  - c. Click on Volunteer Application, fill it out online and submit it.
  - d. Click on Volunteer Confidentiality Agreement, fill it out online and submit it.
  - e. Click on Criminal Identification Waiver Authorization fill it out online, print it out, and drop the form off to the Westerly Police Station. This form is also available on my website under "**Background Check Paperwork 2016/17**" and a State Street School in the front office.
2. It takes at least 5 days to complete, so please plan accordingly.
3. This check will be good until June 30, 2017, no matter when it is done during the school year. It will have to be done the beginning of every year.
4. If you have any questions, please contact Mary-Kay Patten at [mkpatten@westerly.k12.ri.us](mailto:mkpatten@westerly.k12.ri.us) or call 348-2398.

**Westerly Police Dept.**  
60 Airport Road  
Westerly, RI 02891  
401-596-2022  
401-596-7501 (Fax)

I hereby authorize the Westerly Police Department to release any personal criminal information or data from this department or from the State of Rhode Island with regard to myself. This record must be released to me or to the company listed below with whom I am seeking employment.

\_\_\_\_\_  
Name of Company

TODAY'S DATE: \_\_\_\_\_

## **Criminal Record Check Release Form**

**Signature:** \_\_\_\_\_

Please print below information:

Name: \_\_\_\_\_

Maiden name (s) / Alias: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ S.S. # \_\_\_\_\_

Telephone # \_\_\_\_\_

Street Address: (No PO Boxes) \_\_\_\_\_

Town: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Residence: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

### **Official Use Only**

#### **Criminal Record Information:**

Town of Westerly	Record	YES	NO
State of Rhode Island BCI	Record	YES	NO
Are records attached?		YES	NO See below

Explanation of Police Record below this line

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Clerk / Officer Signature

\_\_\_\_\_  
Date