



CITY OF BAKER SCHOOL SYSTEM VOLUNTEER APPLICATION

This form must be signed before submission to the Human Resources Supervisor, David Grisby, at
14750 Plank Road, Louisiana 70714

Last Name:		First:		M.I.:	Date: / /	
Street Address:				Apartment/Unit # :		
City:		State:		ZIP:		
Primary Phone:		E-mail Address:				
How would you like us to contact you? <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email						
Source of Referral:						
Please check all areas of interest to you:	Teacher Assistant <input type="checkbox"/>	Foreign Language Tutoring <input type="checkbox"/>	Reading <input type="checkbox"/>	Math <input type="checkbox"/>	Library <input type="checkbox"/>	Clerical <input type="checkbox"/>
	<input type="checkbox"/> Other (please explain):					
Check grade level preference.	Early Childhood(PK-3) <input type="checkbox"/>	Upper Elem (4 th -5 th) <input type="checkbox"/>	Middle (6 th -8 th) <input type="checkbox"/>	High (9 th -12 th) <input type="checkbox"/>		
Please indicate the DAYS AND TIMEFRAMES you may be available to			Morning	Afternoon		
		MONDAY	<input type="checkbox"/>	<input type="checkbox"/>		
		TUESDAY	<input type="checkbox"/>	<input type="checkbox"/>		
		WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/>		
		THURSDAY	<input type="checkbox"/>	<input type="checkbox"/>		
		FRIDAY	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> I have a volunteer assignment. School and/or program where assigned: <input type="checkbox"/> Please contact me because I need a volunteer assigned. School(s) or area(s) to which I would like to be assigned:						
Volunteer Agreement/Acknowledgment						
<p>Volunteers who have direct contact with students may not begin until all background checks required by the system are complete. Applicant acknowledges that the system will conduct a background check and that the applicant gives permission for the system to conduct the check.</p> <p>Both while they are engaged with City of Baker Schools and afterwards, volunteers, interns, or any other duly authorized individual providing services to City of Baker Schools (hereinafter "employees"), must preserve the confidentiality of all City of Baker Schools employee and student records, and other proprietary and confidential information, and may not use any of this information to benefit himself or herself or any entity, business, or person other than City of Baker Schools.</p> <p>Accordingly, I agree and acknowledge that I will preserve the confidentiality of all proprietary and confidential information belonging to City of Baker Schools or its employees and students, including but not limited to employee personnel files or student records, both while I am providing services to City of Baker Schools and afterwards, and I will not take or misuse any confidential information at any time.</p> <p>I further acknowledge and agree to comply with all applicable City of Baker Schools policies in connection with performance of my volunteer services, including but not limited to Board Policies GBJ ("Personal Records and Files") and JRA/JRC ("Student Records/Release of Information on Students").</p> <p>I also agree and acknowledge that, on City of Baker Schools' request or on termination of my services, I will promptly return to City of Baker Schools all its property, specifically including all documents, disks or other computer media or other materials in my possession or under my control that contain ideas, processes, concepts or other proprietary or confidential information belonging to City of Baker Schools or its employees or students.</p>						
Date / /		Signature				
Date / /		CBSS Witness				
To Be Completed By School Official						
Interviewed by:		School/Organization:		Date: / /		
Approved: (Principal)		Teacher:				
RETURN TO:						
Office of Human Resources by scan and email to dgrisby@bakerschools.org with cc to pdecuir@bakerschools.org , by fax at (225) 774-5797, by mail at P.O. Box 680, Baker, LA 70704-0680, or hand-delivered to 14750 Plank Road, Baker, LA 70714						

