

## Frequently Asked Questions

**Why do I have to do this?** It is the responsibility of the KPBSD to safeguard students while they are in our care. Therefore, every school volunteer must complete the volunteer screening process online and agree to a background check. The process should only take a few minutes to complete, and all information gathered will be kept confidential.

**What constitutes a volunteer?** A volunteer is anyone who will be in a school on a regular basis, or for a designated project spanning a longer length of time than a one-time brief visitor. School visitors do not need to complete the volunteer application. A visitor is considered someone who attends a large group function, or a parent visiting his or her student (an example of a parent visit would be to have lunch, on a single occasion). Local school principals reserve the right to screen visitors.

**Who gets to see the results of the background check?** Information from the screening and background check is not released to the schools or administrators. Only a few members of the KPBSD Human Resources department have access to the information, and safeguards are in place to ensure its security.

**What information is looked at?** The volunteer background check only looks for criminal history and motor vehicle records, not financial (credit rating), medical history, or civil matters. The school's principal will be notified if there is a problem with a background check, but the specifics of an offense will not be released to the school.

**What if I do not have a driver's license or social security number?** If you do not have a drivers license, type None in the line for the driver's license number and driver's license state. If you do not have a social security number, you may use I-94 number or Alien Number.

**I know something will come up in my background check, should I even bother to complete the volunteer application?** There are many different ways to volunteer for KPBSD. The Human Resources department will consider what is revealed in the background check, including the nature of the incident and when it occurred before determining the areas you may be eligible to volunteer. Generally you can assume that someone with a DUI will be approved to volunteer, but no to drive other students on field trips.

**How long will it take to be approved?** The background checks typically take a week to be processed. Once you submit your volunteer application you will receive an email from Pre-employ, Inc. our background check service provider. This email will provide you with a link to their site if you wish to view your background check results. When your background check has cleared, you will receive a volunteer approved email from KPBSD. You will also be added to the **Approved Volunteer** list for each school that you selected in your application.

**When do I have to renew my volunteer application?** Each July all volunteers are sent an email asking if they would like to resubmit their application to be a volunteer for the next school year. When you receive this email please follow instructions to resubmit your volunteer application.

**What if I don't want to provide a social security number, date of birth, and driver's license?** The social security number, date of birth, and driver's license are necessary for us to complete a back ground check. If you do not want to type in your social security number, date of birth, or driver's license you may call our Human Resource office and provide them with the information.

**What if I am not a US Citizen and do not have a social security number or driver license?** Complete the online volunteer application.

Social Security Field – type in passport number

Driver License Number Field – type in an X

Driver License State Field – select other in the drop down menu and then type in the country he is from in the explanation box.

Submit a copy of their passport and the name and address of their current employer to the Human Resources Department.