



**GENERAL BACKGROUND INFORMATION**

You must give complete answers to all questions. If you answer “Yes” to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of “nolo contendere” (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18<sup>th</sup> birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? Yes                      No	Have you ever forfeited bond or collateral in connection with a criminal offense? Yes                      No
Are you currently under charges for a criminal offense? Yes                      No	Within the last ten years, have you quit a job after being notified that you would be fired? Yes                      No
Within the last ten years, have you been fired from any job for any reason? Yes                      No  If so, please explain:	

**CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of Pendleton County Schools may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Candidate (in ink) (must be original)

As required by federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping conditions, marital status, or national origin in employment or in its educational programs or activities. Inquiries may be referred to the Title IX and Section 504 Coordinator, Pendleton County Board of Education, at the Board of Education Office, Phone: 358-2207; or to the Department of Education’s Executive Director of the Office of Human Resources.

**PENDLETON COUNTY SCHOOLS  
VOLUNTEER RECOMMENDATION FORM  
(Must be completed each year)**

Name of Volunteer \_\_\_\_\_

Volunteer Position/School \_\_\_\_\_

Checked No to all General Background Information: \_\_\_\_\_ Yes \_\_\_\_\_ No

Checked the National Sex Offender Registry and Volunteer is Not Listed: \_\_\_\_\_

Checked the WV State Police Site and Volunteer is Not Listed: \_\_\_\_\_

I have thoroughly reviewed all required information and do hereby recommend this volunteer to be approved by the Pendleton County Board of Education.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL/ADMINISTRATOR'S SIGNATURE