



Program Participant Form

To be completed by all volunteers, employees, and students who will work with children.

Name (print full name: First, Middle, Last)

I am A current employee of USI A current student at USI A volunteer/other

List all maiden or other names used within last two years (print full name: First, Middle, Last)

Current Address: _____
Street Address City State Zip

List of all states you have lived in, worked in, or gone to school in the last 2 years:

Cell or Home Phone: _____

Date of Birth: _____

If you are a current USI employee, please identify your **employment start date (month, year), current position, and campus address:**

If you are a former USI employee, please identify, the **first and last years of employment, last position and department, and former name (if different than present):**

Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation, excluding any conviction record that has been expunged, restricted or sealed by a judge? _____ YES _____ NO

“Convicted” means you were declared guilty by a judge or you pleaded guilty in court, whether or not you paid a fine or spent time in jail or in prison. For USI purposes, driving while under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident, and vehicular homicide are **not** minor traffic violations and must be disclosed (whether the result was a ticket or a more severe penalty). Minor traffic violations that result in tickets do not need to be disclosed. Criminal convictions that have been expunged, restricted or sealed by a judge should not be disclosed. A volunteer’s

engagement with USI may be conditional, subject to the findings of a criminal history investigation. Answering yes to this question does not automatically disqualify you for a volunteer engagement; however, information obtained from the investigation will be used in the review process.

If yes, you must disclose for each offense: date, charge, city, state and disposition:

(Include type of offense (e.g., misdemeanor, felony) and judgment (e.g., guilty, conditional dismissal).)

Notices:

USI is an Equal Opportunity/Equal Access/Affirmative Action institution. USI is committed to maintaining an alcohol and drug-free workplace and to complying with the Drug Free Workplace Act of 1988 and its amendments. To that end, all volunteers must comply with the University's Drug and Alcohol Abuse policy and Drug Free Workplace policy. Smoking or the use of tobacco or tobacco products is prohibited on USI property.

Please read and sign the following statement:

I certify that all information provided in this form is true. I understand that any false statement made herein is sufficient reason for not allowing me to participate or termination of my volunteer engagement regardless of date of discovery. If I am an employee or student of the University of Southern Indiana, I understand that any false statement on this form or any inappropriate conduct with children may subject me to disciplinary action, up to and including termination of employment or expulsion from the University. I authorize USI to investigate all statements made in my application material for purposes of my volunteer engagement with USI. I authorize any educational institution or employers and others identified in this application (and their agents or employees) to respond to questions concerning information given in this application material and I further release from liability such former employers, institutions, or persons providing such information to USI.

I understand that a volunteer engagement with a program involving children will be contingent on the receipt and evaluation of the background check report. I further understand that information contained on my criminal background report regarding any outstanding warrants may be referred to law enforcement. Disclosure of convictions in this form does not automatically disqualify me for a volunteer engagement, however, information obtained from the investigation will be considered. Information obtained from the background report may also be considered in the course of any current or future employment by USI.

I acknowledge by my signature below that I have carefully read and understand this statement.

(Signature of Applicant)

(Date)

Printed Name

This signed Statement, in original, faxed, photocopied, or electronic form, will be valid for any such reports that the University of Southern Indiana may request.