



Kansas City International Academy  
414 Wallace Avenue  
Kansas City, Mo. 64125  
(816) 242-4206 – telephone

### VOLUNTEER APPLICATION

High quality volunteers can greatly enhance the learning environment at Kansas City International Academy (KCIA). In order to maximize educational opportunities and volunteer service, all volunteers must complete this application in full, complete and satisfy appropriate background screening, and meet with the Volunteer Coordinator. All volunteers must adhere KCIA’s Code of Conduct, as well as its rules and regulations.

**By submitting this application you authorize a criminal background check of yourself. This check will be made from public record sources. You will have an opportunity to review and challenge any adverse information disclosed.**

**Mandatory Reporter:** Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere. Youth safety is of paramount importance to Kansas City International Academy. All adults persons involved at Kansas City International Academy shall report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography; online solicitation; enticement; or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

**Privacy Policy:** Kansas City International Academy protects the confidentiality of the names and personal information of all students and those who are affiliated with it. No commercial or unauthorized use is made of the names, addresses, educational record and other confidential information. Access to this information is strictly limited.

**This Application and the background screening authorization must be completed in full, signed and turned in together.**

I read, understand and accept the disclosures, acknowledgements and authorization:

\_\_\_\_\_  
First Name                      Middle Name                      Last Name                      Suffix

\_\_\_\_\_  
Signature    Date

DISCLOSURE/AUTHORIZATION

NOTICE TO APPLICANT REGARDING BACKGROUND CHECK In order to safeguard the youth attending our school, Kansas City International Academy procures criminal background and consumer reports on you in connection with your application, and it may procure additional criminal background and/or consumer reports at any time in order to evaluate your continued suitability for participation. The reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include but are not limited to Social Security number verification, sex offender registry checks, criminal records checks, inmate records searches, child abuse reports and court records checks. The information contained in these reports may be obtained from public record sources. The consumer reports will not include credit record checks or motor vehicle record checks. The nature and scope of the reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to Kansas City International Academy, c/o Superintendent, 414 Wallace Avenue, Kansas City, Mo. 64125.

APPLICANT’S ACKNOWLEDGMENT AND AUTHORIZATION I have carefully read this notice and authorization form and I hereby authorize Kansas City International Academy, Inc., to procure a criminal and/or consumer report, which as described above will include information relating to my criminal history as received from reporting agencies. I understand that this information will be used to determine my eligibility as a volunteer at Kansas City International Academy. I also understand that additional criminal and/or consumer reports may be procured at any time. I understand that if Kansas City International Academy, Inc., chooses not to accept my application based on information contained in a consumer report, I will receive a summary of my rights under the Fair Credit Reporting Act and contact information for any reporting agency.

I read, understand and accept the disclosures, acknowledgements and authorization:

\_\_\_\_\_  
First Name                      Middle Name                      Last Name                      Suffix

\_\_\_\_\_  
Signature    Date

1. Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
e-mail: \_\_\_\_\_

2. Status (check all that apply):  
( ) Parent/Family Member ( ) Retired ( ) Employed ( ) Student

Current/Most Recent Employer: \_\_\_\_\_  
Current/Most Recent Position or Title: \_\_\_\_\_  
Employer's address: \_\_\_\_\_  
Current/Most Recent Supervisor: \_\_\_\_\_  
Employer Contact Telephone: \_\_\_\_\_

3. Education (check highest completed):  
( ) High School Diploma/GED ( ) Technical/Vocational ( ) Bachelor ( ) Masters ( ) PhD

4. Special Skills/Experience:  
Describe any special training, skills or hobbies that you believe will enhance your volunteer abilities to assist the Della Lamb students:

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

5. Prior experience working with youth:

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

6. Residences last five (5) years:

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

7. Current community, educational, labor, religious or other memberships:

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

8. Three references:

a. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
b. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
c. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

9. Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior? Yes ( ) No ( )

If so, explain: \_\_\_\_\_  
\_\_\_\_\_

10. Do you use illegal drugs or abuse alcohol? Yes ( ) No ( )

If so, explain: \_\_\_\_\_  
\_\_\_\_\_

11. Have you ever been arrested for a criminal offense (other than minor traffic violations)? Yes ( ) No ( )

If so, explain: \_\_\_\_\_  
\_\_\_\_\_

12. Has your driver's license ever been suspended or revoked? Yes ( ) No ( )

If so, explain: \_\_\_\_\_  
\_\_\_\_\_

13. Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child? Yes ( ) No ( )

If so, explain: \_\_\_\_\_  
\_\_\_\_\_

14. Are you aware of any reason not listed above that may call into question your suitability to supervise, guide, care for, and mentor young people? Yes ( ) No ( )

If so, explain: \_\_\_\_\_  
\_\_\_\_\_

15. Languages other than English:

a. \_\_\_\_\_ Fluent ( ) Read ( ) Write ( )

b. \_\_\_\_\_ Fluent ( ) Read ( ) Write ( )

16. Volunteer Availability

Mon \_\_\_ to \_\_\_ Tues \_\_\_ to \_\_\_ Wed \_\_\_ to \_\_\_ Thurs \_\_\_ to \_\_\_ Fri \_\_\_ to \_\_\_

17. EMERGENCY CONTACT INFORMATION:

Name: \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Alt Contact: \_\_\_\_\_ Emergency Phone \_\_\_\_\_

18. How did you find out about volunteer opportunities at Kansas City International Academy?

a. Family Member: \_\_\_\_\_

b. Information/Outreach Meeting: \_\_\_\_\_

c. Neighborhood Group: \_\_\_\_\_

d. Church Group: \_\_\_\_\_

e. Other: \_\_\_\_\_