

**Milford School District
100 West Street
Milford, NH 03055
(603) 673-2202**

VOLUNTEER / STUDENT TEACHER / INTERN / OBSERVATION APPLICATION

(please print clearly or type)

PERSONAL INFORMATION:			
Name:			
	<i>(last)</i>	<i>(first)</i>	<i>(middle)</i>
Former Last Name(s)			
Social Security Number:*			
	<i>(*optional)</i>		
Present Address:			
	<i>(street)</i>		
	<i>(city)</i>	<i>(state)</i>	<i>(zip)</i>
Telephone:			
	<i>(area code)</i>		
E-Mail Address:**			
	<i>**optional)</i>		
Permanent Address: <i>(if different than above)</i>			
	<i>(street)</i>		
	<i>(city)</i>	<i>(state)</i>	<i>(zip)</i>
Telephone: <i>(if different than above)</i>			
	<i>(area code)</i>		

Please indicate the school building(s) where you will be and the reason(s) for you being there:

- | | |
|---|---|
| <p>_____ Heron Pond Elementary</p> <p>_____ Jacques Elementary</p> <p>_____ Sage School</p> <p>_____ Middle School</p> <p>_____ High School</p> | <p>_____ Volunteer: indicate volunteer area or activity:
_____</p> <p>_____ Student teacher*</p> <p>_____ Internship*</p> <p>_____ Observation*</p> |
|---|---|

Please indicate the time period for which you will be present: (For example, September to December 2013) and the total number of anticipated hours: _____

***If Student Teacher, Observation or Internship:**

List matriculating college, advisor name and advisor phone number at the college:

Name of the Milford Teacher with whom you will be working: _____

CRIMINAL HISTORY:

Since you will be working with children, you must complete the following:

Have you ever been arrested for or convicted of a violation of the law, other than a minor traffic violation, that has not been annulled by a court? YES _____ NO _____

The Milford School District requires a criminal records check, including fingerprinting, completed prior to start of work in accordance with RSA 189:13-a, for the following individuals:

- Volunteers (who are determined by Building Principal to have *unsupervised contact* with children). (District to pay fee for basic background check but Volunteer to pay fee for information release authorization, if required.)
- All student teachers and interns (student teachers and interns are responsible for the cost of the criminal records check, and a records check must be completed *before* the start of the internship/teaching period).

By signing this application, you are agreeing that all information provided on this application form is accurate and you will comply with all School District Policies and Procedures under the direction of your immediate sponsor at the Milford School District.

SIGNATURE: _____ **DATE:** _____

TO BE COMPLETED BY BUILDING PRINCIPAL

Who will be responsible for supervising this individual _____

If Volunteer: Will this individual be in *unsupervised contact* with students at any time? _____ YES _____ NO

If individual is a volunteer who will have *unsupervised contact* with children, an intern or a student teacher, a criminal records check is required *before* the individual begins. Please notify individual to contact the Human Resource Office at 673-2202 x3404.

SIGNATURE: _____ **DATE:** _____

Attn Building Principal: Please return this form to Human Resources Office. Thank you!

TO BE COMPLETED BY HUMAN RESOURCES OFFICE

Is criminal records check required? _____ YES _____ NO

If YES,

_____ Individual has been in contact with HR

_____ Paperwork issued by HR Office

_____ Paperwork returned by individual

Results: _____ State _____ FBI

_____ Individual approved to be in building

SIGNATURE: _____ **DATE:** _____