



# Pre-Service Disclosure Form

Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer:

**NOTE: Failure to disclose any deferred sentence, deferred judgment, current pending charges or sentences which have been expunged/sealed, will result in a rescinded job offer or termination.**

1. **Please read and confirm the following statement:** As an applicant/volunteer I verify that the statements and representations made during the application process are true and correct. I understand I have a responsibility to promptly notify Jefferson County Public School District R-1 or designated Jefferson County Charter School of any material change that may affect my employment/volunteering which occurs after filing of application. I understand that giving false information, misleading information, or omitting material changes on my application, employment records, or interviews may result in disqualification as an applicant/volunteer, withdrawal of employment offer, and/or discharge. I understand also that I am required to abide by all rules, regulations, and Board policies of Jefferson County Public School District R-1 or designated Jefferson County Charter School. I authorize Jefferson County Public School District R-1 or designated Jefferson County Charter School to investigate my personal and employment history including but not limited to any settlement agreements and authorize any former employer, person, firm, corporation, school, college, credit agency, or governmental agency to give Jefferson County Public School District R-1 or designated Jefferson County Charter School pertinent information it may have regarding my former employment. In consideration of Jefferson County Public School District R-1's or designated Jefferson County Charter School review of this application, I release the Jefferson County School District R-1 or designated Jefferson County Charter School and all providers of information from any liability as a result of furnishing and receiving this information. I understand that any offer of employment/volunteering is conditional upon the results of a legally required criminal background check and may be conditional upon the results of a pre-employment medical inquiry and/or examination. I acknowledge that all offers of employment/volunteering with Jeffco Public Schools are conditional and will be subject to, among other things, a Colorado Bureau of Investigation and Federal Bureau of Investigation criminal background check. My signature below constitutes a waiver of any rights I may have to inspect and review any material requested and/or submitted on a confidential basis regarding this application. I understand said application becomes the property of Jefferson County Public School District R-1 or designated Jefferson County Charter School.

YES NO

\_\_\_\_\_  
APPLICANT'S INITIALS

2. Before moving forward with an applicant/volunteer, Colorado law requires Jefferson County Public School District R-1 or designated Jefferson County Charter School to ask you about your criminal history and run a criminal background check. All misdemeanor and felony convictions will appear on your background check, as well as any currently pending criminal charges. **Note: A criminal conviction, guilty plea, no contest plea, deferred sentence, or civil judgement is not an automatic disqualification to employment/volunteer with Jeffco Public Schools. Each case will be considered on its own merit.** However, it is important that you disclose all of the information requested to avoid any inconsistencies between the information disclosed and the information uncovered in the background check. Failure to disclose information about your criminal history may result in your employment/volunteer offer being revoked. In cases where a candidate has received a criminal conviction, a multifactor analysis will be conducted as to whether the conviction voids the conditional offer. I acknowledge that upon request, I will furnish documents or information regarding any previous employment, qualifications for employment and criminal matters.

YES NO

\_\_\_\_\_  
APPLICANT'S INITIALS

- |  |     |    |                                  |
|--|-----|----|----------------------------------|
| 3. Because of inappropriate or illegal behavior involving a child or children, have you ever been convicted; pled guilty or no contest; or received a deferred sentence to any crime related to a child? | YES | NO | _____<br>APPLICANT'S<br>INITIALS |
| 4. Have you ever been convicted; pled guilty or no contest; or received a deferred sentence to any felony or misdemeanor other than a misdemeanor traffic offense or infraction?                         | YES | NO | _____<br>APPLICANT'S<br>INITIALS |
| 5. Do you currently have criminal charges pending against you?   | YES | NO | _____<br>APPLICANT'S<br>INITIALS |
| 6. Have you ever been known by another name (including, but not limited to maiden name). If so, list names below.<br><br>_____   | YES | NO | _____<br>APPLICANT'S<br>INITIALS |

**NON-EMPLOYEE CONFIDENTIALITY AGREEMENT**

Name: \_\_\_\_\_

As a non-employee of the Jefferson County Schools, you may have access to confidential or sensitive employee or student information. That information may include personnel record data, student record data, medical information or health care records, financial details, salary and benefits information, performance evaluation data, disciplinary action information, work status information and other confidential information or materials.

Jefferson County Schools has both a legal and ethical obligation to protect the confidentiality and privacy of information relating to its employees and students. It is the policy of the Jefferson County Schools to maintain strict confidentiality of human resources and student information. The sensitivity and personal nature of this information must be protected. Confidential information about an employee and students should be accessed only as authorized by supervising staff; records should be stored in a secure environment when not in use and not disclosed to unauthorized personnel. Unauthorized accessing of records (computerized or paper), divulging confidential information to an unauthorized third party, using confidential information for personal use and or removing of confidential information from the premises is strictly prohibited.

Failure to maintain confidentiality of employee and/or student and district information as described above and in the policies referenced below will result in termination of my assignment and applicable legal recourse.

By signing this document, I acknowledge that the confidentiality obligations of this agreement will survive my service to the District and I am agreeing to comply with District Polices EHAA, EH, EJ, EGAEA, GBEE, GBJ, JRA, and JRC. These polices are available via the following link on the policies tab: <https://www.boarddocs.com/co/jeffco/Board.nsf/Public>.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_