

Signature Forms Instructions

APPLICATION PROCESS TO BECOME A STUDY ZONE TUTOR:

1) Complete the online Study Zone application at <http://bit.ly/StudyZoneApplication>

2) Print and complete the signature forms in this document.

Your completed forms can be scanned and emailed to apoyner@kcls.org,
-or can be mailed to: Annie Poyner - KCLS Study Zone, 960 Newport Way NW,
Issaquah, WA 98027
- or can be returned to a KCLS library

3) Once your background and reference checks have been completed you will be invited to attend a new tutor orientation. New tutor orientations are held every three to four weeks from September through June.

4) As soon as you have completed your new tutor orientation, your tutoring assignment will be confirmed and you can begin tutoring.

Parent Signature Form (if applicant is under 18 years old)

My son or daughter has my permission to volunteer at the King County Library System.

Applicant's Name: _____

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Name, printed _____

KCLS Staff: For Study Zone applicants, send the Parent Signature Form (if applicable) to the Study Zone Coordinator at Service Center. The Volunteer Applicant Disclosure Form and Request for Conviction Criminal History Record (pages 3 and 4) can be sent to the Study Zone Coordinator, as well, or can be sent directly to Human Resources.

Volunteer Applicant Disclosure Form

Under Washington law, King County Library System (KCLS) is required to obtain a written disclosure from anyone desiring to volunteer in an assignment that will or may involve unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. In conjunction with this law, KCLS conducts a background inquiry with the Washington State Patrol on anyone who applies to volunteer at KCLS. Successful completion of this background inquiry is a condition of volunteering with KCLS. Information obtained through this process may not necessarily prevent volunteering. However, it will be used to help determine suitability and competence to perform the assignment(s) and, on this basis, may result in denial of voluntary services. If you undergo this inquiry, KCLS will provide notification to you within ten days about whether you have successfully cleared the background inquiry.

You must answer YES or NO to each listed question when you complete this form.

If you answer yes to any question below, you must provide the following information on an attached sheet of paper along with your signature:

1. Question Number 2. Date of Conviction 3. Offense 4. Court & State Disposition Court 5. An Explanation

1. Have you ever been convicted of any crimes against children or other persons, as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first or second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future? No Yes
2. Have you ever been convicted of any crimes relating to financial exploitation of a victim who was a vulnerable adult, including: first, second or third degree extortion; first second or third degree theft; forgery? No Yes
3. Have you ever been found in any dependency action (a court proceeding regarding child dependent status and/or termination of parental rights under RCW 13.34.030 (2) (B) or under any other jurisdiction outside of Washington State) to have sexually assaulted or exploited any minor or developmentally disabled person, or to have physically abused any minor or developmentally disabled person? No Yes
4. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW (or under any other jurisdiction of Washington State) to have sexually abused or exploited any minor or developmentally disabled person, or to have physically abused any minor or developmentally disabled person? No Yes
5. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? No Yes
6. Have you ever been found in any protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult? No Yes
7. Have you ever been convicted of a drug related crime? No Yes

I attest under penalty of perjury that the information I have provided is true and accurate to the best of my knowledge. I hereby authorize King County Library System to conduct any or all of the following background checks on me at the King County Library System's discretion: (1) Washington State Patrol criminal background inquiry (required for all volunteers); (2) fifty state criminal background inquiry; (3) credit check.

I agree to provide, if requested by KCLS, my driving record abstract for the last twelve months. I understand that my selection for a volunteer assignment is contingent on the successful outcome of these background checks.

Applicant Signature _____ Print Name _____ Date _____

Staff Use Only

Library/Department _____ **Staff Name/Email** _____

Staff: Send completed Disclosure Form and WSP Criminal History Check (this page and next) to Human Resources

