

Department/Event: _____



THE METROPOLITAN SCHOOL DISTRICT OF

WARREN TOWNSHIP

WARREN CENTRAL HIGH SCHOOL Request for Criminal Background Check

INSTRUCTIONS:

- Please complete all information – front **AND** back.
- A copy of your Indiana Driver's License or State ID is **REQUIRED**.
- Please print neatly.
- Background checks are good for **TWO** years.
- Only **ONE** form is needed district wide.

I, _____, will be working
Name: First – Middle – Last (use your legal name) (Maiden Name)

with the children of MSD Warren Township as a **volunteer**.

I understand that a criminal background check will be run prior to the start of my duties; consequently, I am providing the following information. I understand that I shall report my arrest, the filing of criminal charges against me, conviction of a crime or a substantiated report of child abuse or neglect to the Superintendent within 48 hours and that failure to do so may result in my removal as a volunteer.

Birth Date	Social Security Number	Driver's License/State ID Number		State of Issue
Current Address		City	State	Zip Code
Gender	Race/Ethnicity (please select one)			
<input type="checkbox"/> Male	<input type="checkbox"/> American Indian / Alaska Native	<input type="checkbox"/> Multiracial		
<input type="checkbox"/> Female	<input type="checkbox"/> Black / African American	<input type="checkbox"/> Native Hawaiian / Other Pacific Islander		
	<input type="checkbox"/> Hispanic	<input type="checkbox"/> White / Caucasian		

Signature

Date

Student's Name	School Name

This is confidential information and will be kept in a locked room to protect this information.

Revised May 2019



THE METROPOLITAN SCHOOL DISTRICT OF

WARREN TOWNSHIP

NOTICE REGARDING RELATIONSHIPS WITH STUDENTS

As an employee or adult volunteer at MSD of Warren Township, you are strictly prohibited from having any romantic or sexual relationship with any Warren student. This rule prohibits any type of flirting or suggestive behavior, whether in person or in written form, including texting and email. Claims that the student initiated the relationship or that the student and/or student's family consented to the relationship is not a defense. If a student attempts to engage you in this type of behavior, you should advise the student that the conduct is inappropriate and immediately report the conduct to your supervisor.

If you have sexual contact with a Warren student, you are very likely engaging in a criminal act. Your role as a Warren employee classifies you as a child care worker under Indiana law. That law makes it a crime for you to engage in sexual behavior with a Warren student even if that student is 16 years old or older. Of course, any sexual contact with a student under 16 is also a crime. These crimes are generally felonies and may result in you being publicly listed as a sex offender and subject to restrictions imposed on sex offenders.

If you violate this rule, MSD of Warren Township will take the following action:

1. Immediately terminate your employment and vigorously oppose any claim by you for unemployment compensation.
2. If there is a hint of sexual conduct, we will report the situation to the appropriate authorities, including law enforcement, and cooperate fully with their investigation, recommending that you be prosecuted to the full extent of the law.
3. If you hold a teaching license, we will report the situation to the state licensing authorities and ask that your license be revoked.
4. If contacted by a prospective employer, we will advise the employer of the circumstances leading up to your dismissal.
5. If contacted by the media, we will advise the media of the situation and of the actions taken by MSD of Warren Township in response.

If you have questions about this document, please contact Brian Simkins, Chief Human Resource Officer. It is imperative that all Warren employees/volunteers understand that the commitment to protect and educate Warren students is our number one priority; and even the appearance of violating this rule would force us to take aggressive action to ensure the safety of all students.

Employee/Volunteer Signature

Date

Revised May 2019

EDUCATION & COMMUNITY CENTER

975 N. Post Road
Indianapolis, IN 46219
(317) 869-4300 fax: (317) 869-4399