



Employee Services

Employee Services • 320 N Elizabeth St, 1st Floor • Chicago, IL 60607 • Phone (773) 553-HR4U • Fax (773) 553-6665
Email EmployeeServices@cps.edu • HR4U.CPS.EDU

Date:

To: Principal/Administrator

Re: Volunteer Fingerprinting Background Investigation

Name of Volunteer: _____

School/Unit Name: _____

Volunteer start date: _____

Indicate the number of hours the volunteer will be in the building or around the students weekly:

Volunteer’s duties: _____

In order to complete the volunteer application process the volunteer must complete a Volunteer Fingerprinting Background Investigation. The Illinois State Police Bureau of Identification required that this applicant be fingerprinted. This person **MUST NOT** perform volunteer work until he/she has completed the fingerprint check process and the results have been reviewed.

To initiate the fingerprint check process, the applicant **NEEDS** to bring this letter and a valid driver’s license or State ID to Employee Service, at 320 N. Elizabeth St, 1st floor (1230 West, 300 North). The office is open Monday thru Friday from 8:30 am until 4:30 pm,

If you have any questions regarding this notice, don’t hesitate to telephone Employee Services at 773.553.HR4U (4748).

Thank you,

Nadia Franco

HR Customer Service Rep



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Volunteer Fingerprinting Background Investigation Authorization & Release Form

This form gives the Chicago Public Schools (CPS) authorization to conduct a criminal background investigation. All volunteers must have a valid, unexpired government issued or school issued photo ID at the time of fingerprinting.

Volunteer

This form is not for teachers, substitute teachers, educational support personnel, or miscellaneous employees.
 IL016299S

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ Day Phone: (____) _____
Number Street City State Zip

Race Key: C = Caucasian H= Hispanic B = Black/
 African American A= Asian/Pacific Islander
 I = Native American/Alaskan U = Unknown

Date of Birth: _____ Sex: Male Female Race: _____
MM/DD/YY

Height: _____ Weight: _____ lbs Eye Color: _____ Hair Color: _____
Ft. In.

Social Security Number: _____ - _____ - _____ Birth Place: _____
City State

School/Department: _____ Special Program or Company Name: _____
(If Applicable)

REQUIRED CRIMINAL RECORDS DISCLOSURE: The existence of a criminal record does not automatically disqualify you for volunteer consideration, unless it is a conviction for an enumerated crime. (Please see the back of this form for a listing of enumerated crimes.) However, it is important that the Board know your complete criminal history to properly evaluate your application. You must disclose it in full. Failure to disclose each conviction may result in disqualification of your volunteer application.

Convictions include *all* felony or misdemeanor convictions, whether by pleas of guilty, *nolo contendere* or no contest or after bench or jury trial. Convictions that result in sentences of probation, conditional discharge or imprisonment must be reported. Convictions of driving while intoxicated or under the influence (DUI), and driving on a revoked or suspended license must be reported. But, convictions that resulted in sentences of supervision in Illinois or traffic offences other than DUI or driving on a revoked or suspended license should not be reported (i.e. speeding tickets, running a red light or stop sign, driving without insurance, etc.). Finally, you are not obligated to disclose sealed or expunged records of conviction or arrest.

Have you ever been convicted of any type of crime? Yes No

If yes, describe each conviction below (attach separate sheets if necessary):

Date	State	Conviction

I, the undersigned,

1. acknowledge and verify that all information provided above is true and accurate and that I am the person named above.
2. supply this information to authorize and enable the CPS to perform a background investigation, which may include, but not limited to, a Criminal Conviction Information check and fingerprinting.
3. understand and agree that the information obtained through the background investigation will be used to determine whether I can volunteer for the CPS or whether volunteer service will be approved.

Signature: _____ Date: _____

Employee Services Use Only

Fingerprints Clear Yes No

Verified By: _____

Enumerated Offenses in Illinois School Code, 105 ILCS 5/34-18.5 referencing 105 ILCS 5/21-23a

- (1) **Any offense defined in Sections 11-6 inclusive** (720 ILCS 5/11-6 = indecent solicitation of a child);
- (2) **Any offense defined in Section 11-9 through 11-9.5, inclusive** (720 ILCS 5/11-9 = public indecency, sexual misconduct, etc.);
- (3) **Any offense defined in Sections 11-14 through 11-21, inclusive** (720 ILCS 5/11-14 = prostitution; 11-15 = solicitation for a prostitute; 11-16 = pander (prostitution); 11-17 = keeping a place of prostitution; 11-18 = patronizing a prostitute; 11- 19 = pimping; 11-20 = obscenity; 11-20.1 = child pornography; 11-21 = harmful material (prurient interests);
- (4) **Any offense defined in Sections 11-23 (if punished as a Class 3 felony)** (720 ILCS 5/11-23 =Posting of identifying or graphic information on a pornographic Internet site or possessing graphic information with pornographic material);
- (5) **Any offense defined in Section 11-24** (720 ILCS 5/11-24 = child photography by a sex offender);
- (6) **Any offense defined in Section 11-25** (720 ILCS 5/11-25 = grooming);
- (7) **Any offense defined in Section 11-26** (720 ILCS 5/11-26 = traveling to meet a minor);
- (8) **Any offense defined in Section 12-4.9** (720 ILCS 5/12-4.9 = Drug induced infliction of aggravated battery to a child athlete);
- (9) **Any offense defined in Section 12-13** (720 ILCS 5/12-13 = criminal sexual assault);
- (10) **Any offense defined in Section 12-14** (720 ILCS 5/12-14 = aggravated criminal sexual assault);
- (11) **Any offense defined in 12-14.1** (720 ILCS 5/12-14.1 = predatory criminal sexual assault of a child);
- (12) **Any offense defined in 12-15** (720 ILCS 5/12-15 = criminal sexual abuse);
- (13) **Any offense defined in 12-16** (720 ILCS 5/12-16 = aggravated criminal sexual abuse);
- (14) **Any offense defined in 12-32** (720 ILCS 5/12-32 = ritual mutilation);
- (15) **Any offense defined in 12-33** (720 ILCS 5/12-33 = ritualized abuse of a child);
- (16) **Any offense defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b) and 5(a) of that Act** (720 ILCS 550/1 *et seq.*, except those defined in 720 ILCS 550/4(a) and (b), and 720 ILCS 550/5(a) (see attached)). Individuals placed on 1410 probation pursuant to this Act that do **not** successfully complete probation are **not** eligible for this exception;
- (17) **Any offense defined in the Illinois Controlled Substances Act** (720 ILCS 570/100 *et seq.*). Individuals placed on 1410 probation pursuant to this Act that do **not** successfully complete probation are **not** eligible for this exception;
- (18) **Any offense defined in the Methamphetamine Control and Community Protection Act** (720 ILCS 646/1 *et seq.*). Individuals placed on probation under the provision of Section 70 of that Act, provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is **not** eligible for this exception;
- (19) **Perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987** (705 ILCS 405/2-1, *et seq.*);
- (20) **First degree murder;**
- (21) **Attempted first degree murder;**
- (22) **Conspiracy to commit first degree murder;**
- (23) **Attempted conspiracy to commit first degree murder;**
- (24) **Class X felony;**
- (25) Any **attempt to commit** any of the foregoing offenses; and

Any offense committed or attempted in **any other state** or against the laws of the United States which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.