WARREN CONSOLIDATED SCHOOLS HUMAN RESOURCES DEPARTMENT BACKGROUND CHECK AUTHORIZATION FORM

It is the policy of Warren Consolidated Schools to secure criminal conviction history information as mandated by Michigan state laws for <u>public school employees and volunteers</u>. One form <u>per year</u> is required per volunteer.

Background check forms must be submitted <u>two weeks prior to volunteering</u>. Volunteer coaches must complete Parts I and II only.

PART I – PLEASE PRINT: Name:		
Last	First	M.I.
Maiden Name/Names previously used:	·	
Date of Birth: Gender:		☐ Asian/Pacific Islander Alaskan Native ☐ Unknown/Other
Driver's License #:	State Issue	ed:
Phone Number:		Cell
Address:		
PART II (volunteer coaches only) - PLE I am volunteering for the following sports:	ASE PRINT	Level:
School where volunteering will take place:	J.	·
I am volunteering in the following seasons:	Fall Winter Spring	
PART III (not applicable to volunteer o	roachas) — DI EASE DDINT	,
•		
Name of School where volunteering will tak	e place:	
Date of Event /Trip (if ongoing, list beginning	g and end dates):	
Student Name:	Teacher:	
Please list all <u>other</u> children and the school Student Name 1.	Building	· · · · · · · · · · · · · · · · · · ·
2	2	
3	3	
YOU MUST ATTACH A PHOTO COPY O	F YOUR DRIVER'S LICENSE OR S	TATE ID CARD.
I understand that as a volunteer for Warren Consol district for my volunteered time. Furthermore, I am and that I may be required to view online videos pe	aware that I must follow all of the rules, r	
I have viewed the following online videos a	s required by the District (see the G	CN Training Instruction Sheet):
☐ Concussion In Schools ☐ FERPA (All volunteers) (All volunte ☐ I have previously viewed the onlin	eers) (Coaches only)	Sexual Harassment (Coaches only)
I understand that the above information is required authorize Warren Consolidated Schools to utilize th history file search.		
Signature of Applicant	<u> </u>	



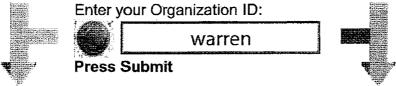
Need help? Email us at help@gcntraining.com

Please be sure to have your speakers turned on.

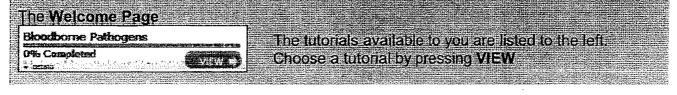
TYPE www.gcntraining.com into your browser's address bar and Press Enter

CLICKING WILL TO VIEW TRAINING WILL take you to the PRE-LOGIN CHECKLIST (ROLLOVER why? next to the icon to learn what the icons mean).

If you have not created an account with GCN, select. I have NOT yet created an account Press Next >> If you have already created an account with GCN, select: I already have an account Press Next>>



Enter your Preferred Personal ID	Enter your Personal ID
Press Submit	Press Submit
Complete the Personal Information. (*indicates Required Fields) Press Submit	If you've forgotten your PID, Press <u>I Don't Know My Personal ID</u>



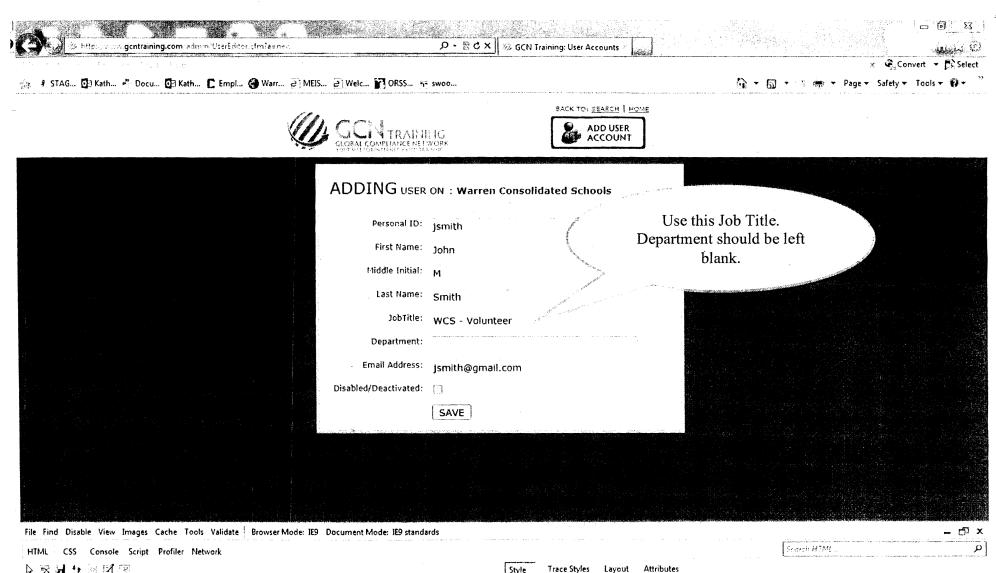
Verify your information. Press START TUTORIAL * OF CONTINUE TUTORIAL * (if available

The tutorial will begin with an Instructions slide that will explain the many buttons on this page.

Once the Next button appears you may move on to the next slide.

After you complete a tutorial, return to the **Main Menu** to Print your Certificate of Completion* *SAVE SOME PAPER – Wait until you complete the last of your tutorials before printing your Certificate. They're all printed on a single page.

GCN instructions for a volunteer.



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