



# ALBUQUERQUE PUBLIC SCHOOLS

## HUMAN RESOURCES – BACKGROUND DEPARTMENT

PO Box 25704 • Albuquerque, NM 87125-0704

Andrea Trybus  
ASSISTANT SUPERINTENDENT  
Human Resources

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SUPERINTENDENT

### VOLUNTEER CONFIDENTIAL INFORMATION AGREEMENT FORM

**Mandated by APS Board Policy GB1: Albuquerque Public Schools shall conduct background checks, based upon fingerprint identification or other personal identifying information, of all volunteers who may have unsupervised access to students**

As a volunteer, I understand that I may have unsupervised access to students. I agree to pay the \$18.00 fee by cashier's check or money order made payable to the APS Board of Education or by a debit/credit card. I hereby certify that I understand and give consent to the Albuquerque Public Schools to conduct this investigation.

I further understand and agree that this information is confidential, and that APS may not reveal or release any information to anyone other than me that is discovered during the course of this investigation.

Furthermore, I hereby agree to indemnify and hold harmless the Board of Education and the Albuquerque Public Schools and any of its employees against liability, damage, and/or charge as a result of the findings of this investigation.

I voluntarily give the Albuquerque Public Schools the right to conduct a thorough investigation of my past activities and agree to cooperate in such investigations, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I have read the above statement and fully understand and agree to its contents.

PRINT NAME (LAST, FIRST, MI) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_ (HOME) PHONE NUMBER \_\_\_\_\_

LOCATION/SCHOOL NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

STUDENT NAME, GRADE AND TEACHER \_\_\_\_\_

Present Years lived in NM \_\_\_\_\_

Other States \_\_\_\_\_

<b>VOLUNTEER'S SIGNATURE</b>	<b>DATE</b>	<b>PRINCIPAL/SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
		<b>Printed name:</b>	

***The non-paid volunteer must hand-carry this completed form to the Albuquerque Public Schools, fingerprinting office located at 6400 Uptown Blvd Ste 105. Office hours are M-F, 8:00am to 4:00pm, with lunch closure from 11:00am – 11:30am. No appointments necessary. For questions, call 889-4862.***

Cleared \_\_\_\_\_  
Fingerprint/Background Technician Date

Denied \_\_\_\_\_  
Fingerprint/Background Technician Date

Updated 4/26/12

AN EQUAL OPPORTUNITY EMPLOYER