

# THE KING'S ACADEMY

## Volunteer JK / Preschool Application

In an effort to make sure all volunteers who have contact with our children have been adequately screened, we comply with the Florida Department of Children & Families background check procedures.

**All required application forms must be completed, returned to the Development Office, and processed *before* volunteering can begin. This may take up to three weeks from date of submission so please plan accordingly.**

If you have any questions about the volunteer application, please contact Lisa Gerardi or Tina Tutwiler in the Development Office at (561) 686-4244.

Mr. /Mrs. / Ms. / (circle one)

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Have you *ever* been **arrested** for any criminal offense other than a minor traffic violation?

\_\_\_\_\_ If so, what year? \_\_\_\_\_

Have you *ever* been **convicted** for any criminal offense other than a minor traffic violation?

\_\_\_\_\_ If so, what year? \_\_\_\_\_

Have you read the Volunteer Guidelines and agree to uphold our position on morals, dress, and Christian conduct? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

THE KING'S ACADEMY  
BLOODBORNE PATHOGENS, HAZARDOUS MATERIALS AND EPIPEN  
TRAINING PROGRAM

I, the undersigned, read and understand the information regarding the proper handling of Bloodborne Pathogens, Hazardous Materials and an EpiPen as presented in the video link provided.\*

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Signature

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Date

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Printed Name

\*View videos at

<http://tka.net/jk-volunteer-packet/>





# AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida

County of \_\_\_\_\_

Before me this day personally appeared \_\_\_\_\_ who, being duly sworn, deposes and says:  
(Applicant's/Employee's Name)

As an applicant for employment with, an employee of, a volunteer for, or an applicant to volunteer with \_\_\_\_\_, I affirm and attest under penalty of perjury that I meet the moral character requirements for employment, as required by the Florida Statutes and rules, in that:

I have not been arrested with disposition pending or found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to or have been adjudicated delinquent and the record has not been sealed or expunged for, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction for any of the offenses listed below:

Relating to:

- Section 393.135 sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
- Section 394.4593 sexual misconduct with certain mental health patients and reporting of such sexual misconduct
- Section 415.111 adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse
- Section 741.28 criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction
- Section 782.04 murder
- Section 782.07 manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
- Section 782.071 vehicular homicide
- Section 782.09 killing an unborn quick child by injury to the mother
- Chapter 784 assault, battery, and culpable negligence, if the offense was a felony
- Section 784.011 assault, if the victim of offense was a minor
- Section 784.03 battery, if the victim of offense was a minor
- Section 787.01 kidnapping
- Section 787.02 false imprisonment
- Section 787.025 luring or enticing a child
- Section 787.04(2) taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding
- Section 787.04(3) carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
- Section 790.115(1) exhibiting firearms or weapons within 1,000 feet of a school
- Section 790.115(2) (b) possessing an electric weapon or device, destructive device, or other weapon on school property
- Section 794.011 sexual battery
- Former Section 794.041 prohibited acts of persons in familial or custodial authority
- Section 794.05 unlawful sexual activity with certain minors
- Chapter 796 prostitution
- Section 798.02 lewd and lascivious behavior
- Chapter 800 lewdness and indecent exposure
- Section 806.01 arson
- Section 810.02 burglary
- Section 810.14 voyeurism, if the offense is a felony
- Section 810.145 video voyeurism, if the offense is a felony
- Chapter 812 theft and/or robbery and related crimes, if a felony offense
- Section 817.563 fraudulent sale of controlled substances, if the offense was a felony
- Section 825.102 abuse, aggravated abuse, or neglect of an elderly person or disabled adult
- Section 825.1025 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
- Section 825.103 exploitation of disabled adults or elderly persons, if the offense was a felony
- Section 826.04 incest
- Section 827.03 child abuse, aggravated child abuse, or neglect of a child
- Section 827.04 contributing to the delinquency or dependency of a child
- Former Section 827.05 negligent treatment of children
- Section 827.071 sexual performance by a child
- Section 843.01 resisting arrest with violence

**CONTINUED ON NEXT PAGE**

Section 843.025	depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Section 843.12	aiding in an escape
Section 843.13	aiding in the escape of juvenile inmates in correctional institution
Chapter 847	obscene literature
Section 874.05(1)	encouraging or recruiting another to join a criminal gang
Chapter 893	drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
Section 916.1075	sexual misconduct with certain forensic clients and reporting of such sexual conduct
Section 944.35(3)	inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
Section 944.40	escape
Section 944.46	harboring, concealing, or aiding an escaped prisoner
Section 944.47	introduction of contraband into a correctional facility
Section 985.701	sexual misconduct in juvenile justice programs
Section 985.711	contraband introduced into detention facilities

**THE FOLLOWING APPLIES ONLY TO THOSE APPLICANTS FOR MENTAL HEALTH POSITIONS**

In addition to the Chapter 435, F.S., listed offenses, the following offenses are also applicable for "Mental Health Personnel" screened pursuant to section 394.4572, F.S., defined as program directors, professional clinicians, staff members, or volunteers working in a public or private mental health program or facility who have direct contact with individuals held for examination or admitted for mental health treatment. **The additional offenses apply only to "Mental Health Personnel" as determined pursuant to Section 408.809, F.S. as listed below:**

	<u>Relating to:</u>
Chapter 408	felony offenses contained in Chapter 408
Section 408.8065(3)	offers service or skilled service without valid license when licensure is required, or knowingly files a false or misleading license or license renewal application, or submits false or misleading information related to application
Section 409.920	Medicaid provider fraud
Section 409.9201	Medicaid fraud
Section 817.034	fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems
Section 817.234	false and fraudulent insurance claims
Section 817.505	patient brokering
Section 817.568	criminal use of personal identification information
Section 817.60	obtaining a credit card through fraudulent means
Section 817.61	fraudulent use of credit cards, if the offense was a felony
Section 831.01	forgery
Section 831.02	uttering forged instruments
Section 831.07	forging bank bills, checks, drafts or promissory notes
Section 831.09	uttering forged bank bills, checks, drafts, or promissory notes
Section 831.30	fraud in obtaining medicinal drugs
Section 831.31	the sale, manufacture, delivery, or possession with the intent to sell, manufacture, deliver any counterfeit controlled substance, if the offense was a felony.

I also affirm that I have not been designated as a sexual predator pursuant to s. 775.21; a career offender pursuant to s. 775.261; or a sexual offender pursuant to s. 943.0435, unless the requirement to register as a sexual offender has been removed pursuant to s. 943.04354.

I understand that I must acknowledge the existence of any applicable criminal record relating to the above lists of offenses including those under any similar statute of another jurisdiction, regardless of whether or not those records have been sealed or expunged. Further, I understand that, while employed or volunteering at \_\_\_\_\_ in any position that requires background screening as a condition of employment, I must immediately notify my supervisor/employer of any arrest and any changes in my criminal record involving any of the above listed provisions of Florida Statutes or similar statutes of another jurisdiction whether a misdemeanor or felony. This notice must be made within one business day of such arrest or charge. Failure to do so could be grounds for termination.

**CONTINUED ON NEXT PAGE**

I attest that I have read the above carefully and state that my attestation here is true and correct that **my record does not contain any of the above listed offenses.** I understand, under penalty of perjury, all employees in such positions of trust or responsibility shall attest to meeting the requirements for qualifying for employment and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses. I also understand that it is my responsibility to obtain clarification on anything contained in this affidavit which I do not understand prior to signing. I am aware that any omissions, falsifications, misstatements or misrepresentations may disqualify me from employment consideration and, if I am hired, may be grounds for termination or denial of an exemption at a later date.

SIGNATURE OF AFFIANT: \_\_\_\_\_

### Sign Above OR Below, DO NOT Sign Both Lines

To the best of my knowledge and belief, **my record contains one or more of the applicable disqualifying acts or offenses listed above. I have placed a check mark by the offense(s) contained in my record.** (If you have previously been granted an exemption for this disqualifying offense, please attach a copy of the letter granting such exemption.) (Please circle the number which corresponds to the offense(s) contained in your record.)

SIGNATURE OF AFFIANT: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

(Check one)

Affiant personally known to notary

OR

Affiant produced identification

Type of identification produced: \_\_\_\_\_



Rules and Regulations Governing Child Care Facilities & Family Day Care Facilities in Palm Beach County, Florida,  
Adopted Pursuant to Chapter 59-1698, Special Acts, Laws of Florida as Amended by Chapter 2010-249

**RELEASE OF INFORMATION**

I, \_\_\_\_\_ Child Care applicant, hereby give the Palm Beach County Sheriff's Department and any other law enforcement agency permission to search their files and release any information found to the Child Care Facility listed below. I realize this search is a routine matter for all applicants, pursuant to the Rules and Regulations Governing Child care in Palm Beach County, Chapter 435, F.S. and Chapter 402, F.S.

**Full Name of Child Care Facility** \_\_\_\_\_

**Facility Address** \_\_\_\_\_

**Facility OCA #** \_\_\_\_\_

**Phone #** \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**TYPE OR WRITE LEGIBLY BOTTOM SECTION OF THIS FORM**

Full Name \_\_\_\_\_  
First Middle (maiden) Last

Other names applicant has used (include maiden names and nicknames)

\_\_\_\_\_  
-

Race \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

\*Social Security No. \_\_\_\_\_ Date of Hire \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Please return this form to: \_\_\_\_\_ (facility name)

\_\_\_\_\_ (facility address)

\_\_\_\_\_

\*Chapter 435, F.S., requires background screening of owners, operators, and directors. Social security numbers are also used for identification purposes when performing background screening required by 402.305, F.S."



Rules and Regulations Governing Child Care Facilities & Family Day Care Facilities in Palm Beach County, Florida, Adopted Pursuant to Chapter 59-1698, Special Acts, Laws of Florida as Amended by Chapter 2010-249

Name of Facility: The King's Academy

Address: 8401 Belvedere Road, West Palm Beach, Florida, 33411

Employee's Name: N/A      Position: Volunteer      Date \_\_\_\_\_

**Supplement to the application form for Child Care and Family Day Care Facilities  
BACKGROUND SCREENING: EMPLOYMENT HISTORY**

It is a requirement for all child care personnel to have character references and employment history checks completed as a part of the screening process. Complete items A and B below and attaching (or email to l.gerardi@tka.net) three letters of reference. A copy this completed form shall be kept on file at the facility for all child care employees.  
Submit completed forms for owners and operators/directors to:

Palm Beach County Health Department  
Environmental Health & Engineering  
Child Care Licensing  
800 Clematis Street, 4<sup>th</sup> Floor  
West Palm Beach, FL 33401

**A. EMPLOYMENT HISTORY FOR LAST FIVE YEARS**

<i>Employer Name</i>	<i>Address</i>	<i>Position Held</i>	<i>Date Employed</i>	<i>Name of Supervisor</i>	<i>Phone Number</i>

**B. CHARACTER REFERENCES** (Three letters of reference required; at least two must be from non-relatives.) List the names, addresses and phone numbers of persons writing reference letters you are submitting. Reference letters may be emailed to [lgerardi@tka.net](mailto:lgerardi@tka.net) or [ttutwiler@tka.net](mailto:ttutwiler@tka.net).

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_



## *The King's Academy Volunteer Guidelines*

*In order to provide the best atmosphere for volunteers, teachers, and particularly students, the following guidelines have been established. TKA appreciates your attention to detail in these matters. Thank you for your service!*

**What is a TKA Volunteer?** A person having contact with TKA students who gives of his or her time in any aspect of campus life is considered a volunteer. This includes, but is not limited to; Band Boosters, Grace Notes, Sports Boosters, field trip chaperones, library helpers, and classroom helpers.

**Volunteer badges and Signing In/Out (Security):** For the safety and security of the children, all volunteers must sign in and out by using the Lobby Guard machine located in the front office, each time they visit campus. Please do not be offended if someone asks to see your volunteer badge. A volunteer badge will be printed upon signing in and must be worn in a visible location on your shirt at all times. You should also sign out by scanning the barcode on your badge with Lobby Guard as you leave.

**Scheduling:** The number of volunteers and volunteer hours are scheduled at the discretion of your child's teacher. Please be respectful of the agreed upon schedule as coming earlier or staying later may disrupt the classroom. If you cannot come on your scheduled day, e-mail the teacher in order to inform him/her. Volunteers are not permitted to volunteer in the classrooms during achievement testing week or other times as requested by administration.

**Dress code:** In order to reflect a conservative image which contributes to an optimal learning environment, please observe the following guidelines. Volunteers are asked to dress modestly and conservatively. We ask that you avoid thin, low cut, and spaghetti strapped shirts, blouses and dresses. We also ask that you avoid overly tight-fitting clothing and shorts, including athletic clothing. Refer to the parent/student handbook for more details.

**Overnight Chaperones:** Specific guidelines for each trip will be distributed at the appropriate time.

### **Etiquette:**

- **Cell Phones:**  
Keep cell phones on vibrate/silent mode. If you must answer the phone, step outside your assigned area to take the call in order not to disrupt or disturb the classroom.
- **Volunteer Conduct:**  
As an example to our students, be sure to conduct your conversation in a worthy manner. Ephesians 4:29, 32 - "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up, according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other just as in Christ, God forgave you."

**Student Privacy:** Volunteers are not permitted to grade tests or put grades in physical or digital grade books. Sharing students' performance and behavior with other parents and/or children is unacceptable and inappropriate.

Thank you for your cooperation. Feel free to contact Lisa Gerardi ([lgerardi@tka.net](mailto:lgerardi@tka.net)) or Tina Tutwiler ([ttutwiler@tka.net](mailto:ttutwiler@tka.net)) in the Development Office with any questions or concerns.

## Checklist for JK/ Preschool Volunteer Application

### Forms to complete:

- ✓ Application - complete and sign
- ✓ Bloodborne Pathogens, Hazardous Materials and EpiPen – watch video <http://tka.net/jk-volunteer-packet/> and sign acknowledgement form
- ✓ Volunteer Affidavit
- ✓ Attachment A (Affidavit of Good Moral Character) – Notaries are available at TKA if needed
- ✓ Attachment B with a check for \$3 made payable to PBSO\*
- ✓ Attachment G with three references. Reference letter is just a short paragraph that includes how long the person has known you, their relationship to you and why you would be a good volunteer. (you may have your reference person e-mail [lgerardi@tka.net](mailto:lgerardi@tka.net) or [ttutwiler@tka.net](mailto:ttutwiler@tka.net) with your reference)

\*The agency processing this form requires your social security number and date of birth. Omitting this information will prohibit the process. Please print clearly.