



APPLICATION FOR SENIOR CITIZEN TAX REBATE PROGRAM

Today's Date _____

I. BIOGRAPHICAL INFORMATION

Telephone _____

Please Check one Mr. Mrs. Miss

Name _____ Social Security Number _____
Last First Middle

Address _____
Street City State/Zip Code

E-mail Address: _____

*Have you ever been employed by Littleton Public Schools? Yes No
If yes, may we access your district personnel files to obtain the necessary documents for employment verification? Yes No
Other name in which records might be recorded _____

II. EDUCATION

Circle Highest Grade Completed High School College
1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6

List Below: High School, College, Graduate School, Business School, Trade Schools, Apprenticeship Programs, Etc.

FROM	TO	NAME	ADDRESS	MAJOR	DEGREE

III. Do you have any physical restrictions that we need to take into consideration in order to make an appropriate volunteer placement? If yes, please list:.

IV. Use this section to describe your qualifications and capabilities. Include specific skills, use of office equipment, machinery, and computers.

V. WORK HISTORY

List names of employers in consecutive order with **PRESENT OR LAST EMPLOYER LISTED FIRST.**
PLEASE GIVE MONTH AND YEAR.

COMPANY NAME Address: City, State, Zip Code: Telephone:	Name of Last Supervisor:	Employed: From: To:
Title:	Reason for leaving:	
Duties:		

COMPANY NAME Address: City, State, Zip Code: Telephone:	Name of Last Supervisor:	Employed: From: To:
Title:	Reason for leaving:	
Duties:		

VI. VOLUNTEER HISTORY

NAME OF ORGANIZATION Address: City, State, Zip Code: Telephone:	Name of Last Supervisor:	Employed: From: To:
Title:	Reason for leaving:	
Duties:		

NAME OF ORGANIZATION Address: City, State, Zip Code: Telephone:	Name of Last Supervisor:	Employed: From: To:
Title:	Reason for leaving:	
Duties:		

VII. CHARACTER REFERENCES: Do not list relatives or former employers already listed. This information is **NOT** required if **complete** data is given on at least two people in sections IV and V.

Name	Address	City	State	Zip	Telephone
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

VIII. LEGAL INFORMATION

	Yes	No
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Have you been dismissed from any position for immoral or unprofessional conduct or for unfitness for service?	<input type="checkbox"/>	<input type="checkbox"/>
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Have you, since the age of 18, ever been convicted of a misdemeanor or felony? Note: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstances, and seriousness.	<input type="checkbox"/>	<input type="checkbox"/>
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If any of the above statements have been answered YES, attach explanation.

I understand that Littleton Public Schools, as part of the volunteer process, will request an outside company Background Information Services, Inc. (BIS) to conduct an investigation of my background. I authorize Littleton Public Schools and its agents to verify all information contained in this agreement and to conduct a complete volunteer background check on me that may include the following: **Criminal History Check, Civil Records Check, Social Security Number Verification, Education Verification, Employment Verification, Motor Vehicle/Driving Records, Professional/Personal Reference Verification and, if applicable, a Professional License Verification.** I further agree that the District may need to update this information or conduct subsequent investigations from time to time during my tenure as a volunteer and I expressly authorize such acts. I understand that this agreement is contingent upon the successful completion of the background investigation.

Signature _____ Date _____

NOTE: A COPY OF YOUR CURRENT TAX NOTICE (LISTING DOLLAR AMOUNTS) MUST BE ATTACHED.

PLEASE CALL Pam Hubbard, 303-347-3414 TO SUBMIT YOU APPLICATION.



LITTLETON PUBLIC SCHOOLS



LITTLETON
PUBLIC SCHOOLS

MEMORANDUM

Fair Credit Reporting Act Disclosure and Authorization

The purpose of this form is to notify you that a consumer report will be run on you in the course of consideration for employment with Littleton Public Schools.

As an applicant for the volunteer (or Senior Citizen Rebate) program, you are a consumer with rights under the Fair Credit Reporting Act. Under this law, the district may procure a consumer report or an investigative consumer report from a consumer reporting agency on you when (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment decisions directly affecting you.

A "consumer report" means any written, oral, or other communication bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

Should any of the information from a report be utilized in whole or in part in making an adverse decision with regard to your employment, before making the adverse decision, we will provide you with a copy of the consumer report and a summary of your rights under the Fair Credit Reporting Act.

In connection with this request, I authorize all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal agencies, military services and persons to release information they may have about me to the person or company with which this form has been filed or their agent, Background Information Services, Inc. This releases the aforesaid parties from any liability and responsibility for collecting the above information.

I authorize a consumer credit report to be run. I also authorize the release of my motor vehicle driving records maintained by law enforcement agencies, city, state, county and federal courts, or any other state or local agency, to the person or company with which this form has been filed or their agent, Background Information Services, Inc.

This releases the aforesaid parties from any liability and responsibility for collecting the above information. I understand that these files may contain negative information about my background, mode of living, character, and personal reputation. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested.

Please Print

