

Wilton Retirement Community

307 Ovesen Drive

Wilton, IA 52747

Phone: 563-732-5067 Fax: 563-732-5068

Volunteer Application

Please print clearly

First Name.....Last Name.....

Middle Name.....Prior Last Name(s).....

Address.....City/State/Zip.....

Telephone.....Social Security #.....

Personal Information (please circle correct response):

Gender: Male Female

Are you at least 16 years of age? Yes No

Education (highest level completed)

Grades 1-5 6-9 11-12 College Graduate School Technical/Vocational

Former or current occupation(s).....

List previous volunteer experience.....

.....

.....

.....

Skills (list your skills and indicate proficiency level) Skilled Can Teach Amateur

1.....

2.....

3.....

4.....

Activities you wish to volunteer with:

1.....

2.....

3.....

4.....

Please Circle answers as appropriate:

Days per week you wish to volunteer: 1 2 3 4 5

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

AM or PM hours Specific hours that work:.....

No Preference (for specific hours or days to volunteer)

In an emergency, notify:

First Name..... Last Name.....

Address

City/State/Zip..... Telephone(s).....

Please list two references (excluding family members)

1..... Phone Number.....

2..... Phone Number.....

Do you have a record of a founded child abuse report or a founded dependent adult abuse report in the State of Iowa or any other state?

YES or NO If "yes", please explain:

.....
.....
.....

Have you ever been convicted of OR pleaded guilty to OR received a deferred judgment for any criminal offense(s) (excluding simple misdemeanor traffic violations) in the State of Iowa or any other state?

YES or NO If "yes", please explain:

.....
.....
.....

I certify that the answers given in this Volunteer Application are true and complete to the best of my knowledge. Wilton Retirement Community is obligated by law to check for any criminal records or abuse records, and I understand and consent to Wilton Retirement Community submitting my name and information to the State of Iowa for a background check. I also give permission to Wilton Retirement Community to speak to my references and give permission to my references to speak freely about me to Wilton Retirement Community.

.....
Signature – Volunteer Applicant

.....
Date

Activities Director's Notes:

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STATE OF IOWA Criminal History Record Check Request Form



To: Iowa Division of Criminal Investigation
Support Operations Bureau, 1st Floor
215 E. 7th Street
Des Moines, Iowa 50319
(515) 725-6066
(515) 725-6080 Fax

DCI Account Number: 0230
(if applicable)

From: Wilton Retirement Community
307 Ovesen Drive
Wilton, IA 52778

Phone: 563-732-5067

Fax: 319-627-4738

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
Date of Birth (mandatory)	Gender (mandatory)	Social Security Number (recommended)
	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Waiver Information: Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

Waiver Release: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: _____

<u>Iowa Criminal History Record Check Results</u>	(DCI use only)
As of _____, a search of the provided name and date of birth revealed:	
<input type="checkbox"/> No Iowa Criminal History Record found with DCI	
<input type="checkbox"/> Iowa Criminal History Record attached, DCI # _____	
DCI initials _____	

Waiver Information:

Iowa law does *not* require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, *without* a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request.

If the "No Iowa Criminal History Record found with DCI" box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

General Information:

The information requested is based on *name* and *exact date of birth only*. Without fingerprints, a *positive* identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) *only*. The DCI files do not include other states' records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a *deferred judgment is not* considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A *deferred sentence is* a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

REMINDER - (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed billing form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees' record checks.