



TACOMA PUBLIC SCHOOLS  
Volunteer Services

# TACOMA PUBLIC SCHOOLS

P.O. BOX 1357 • TACOMA, WASHINGTON 98401-1357 • (206) 596-1000

Lillian Barna, Superintendent

**Board of Directors:** Pat McCarthy, *President*; Eugene Matsusaka, *Vice President*;  
Betty Drost, John Lynn, Debbie Winskill

**January 31, 1991**

Wanda Thompson Personnel  
Puget Sound National Bank  
P. O. Box 2076  
Tacoma, WA 98401

Dear Wanda,

Each year three of our high schools conduct formal mock job interviews with seniors as part of their career exploration classes. Each school's program varies in length and scope, and is designed to meet the needs of that school's students. (See enclosed list.)

To make this endeavor as realistic as possible, it has been exceptionally beneficial to have personnel managers and other business professionals conducting the interviews. To accommodate all our students calls for a tremendous number of volunteers. You can help! As we prepare for this year's program, I would like to thank those of you who have participated over the years, and for those of you who are hearing about this program for the first time, I would like to include your name on our list of interviewers. If you can help, please fill out the enclosed volunteer interview form and return it to my office. Be certain you indicate which days and times you would be available. Please call our office, 596-1087, so we may assign you to the school(s) of your choice.

If you have any questions, please don't hesitate to give me a call. I look forward to hearing from you soon.

Sincerely,

Bonnie Pinckney  
Volunteer Services/  
Parent Involvement

jk  
Enc.

PLEASE SEE BACK OF PAGE FOR WILSON SCHEDULE.

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**MOCK JOB INTERVIEWS**

**General Information**

Volunteers from the business community will conduct a 15 to 20 minute job interview with 2 to 3 students per class period. Evaluation forms will be provided by the career counselor to help the interviewer rate the student's appearance, presentation, resume, and preparation.

Volunteers should arrive at the school 15 minutes before the appointed interview time. Materials and procedures will be discussed then.

Coffee, tea, and lunch will be provided.

**MOUNT TAHOMA HIGH SCHOOL**

February 20, 21, 22 (4 persons per period)	8:00 to 8:55 a.m. 9:00 to 9:55 a.m. 10:00 to 10:55 a.m.	1st Period 2nd Period 3rd Period
February 27, 28, March 1 (5 persons per period)	10:00 to 10:55 a.m. 11:30 to 12:25 p.m. 12:30 to 1:25 p.m. 1:30 to 2:30 p.m.	3rd Period 4th Period 5th Period 6th Period

**LINCOLN HIGH SCHOOL**

April 22, 23, 24, 25, 26, 29, 30, May 1, 2 (5 persons per period)	8:00 to 8:52 a.m. 8:57 to 9:49 a.m. 10:13 to 11:05 a.m. 11:43 to 12:36 p.m. 12:40 to 1:32 p.m. 1:37 to 2:30 p.m.	1st Period 2nd Period 3rd Period 4th Period 5th Period 6th Period
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**PLEASE SEE BACK OF PAGE FOR WILSON SCHEDULE.**

THANK YOU FOR VOLUNTEERING IN THE TACOMA PUBLIC SCHOOLS!



**WILSON HIGH SCHOOL**

May 1, 2 (5 persons per period)	8:00 to 9:00 a.m.	1st Period
	9:00 to 10:00 a.m.	2nd Period
	10:00 to 11:00 a.m.	3rd Period
	11:00 a.m. to 12:00 p.m.	4th Period
	12:30 p.m. to 1:30 p.m.	5th Period
May 8, 9 (5 persons per period)	9:00 to 10:00 a.m.	2nd Period
	1:30 to 2:30 p.m.	6th Period
May 15, 16 (5 persons per period)	8:00 to 9:00 a.m.	1st Period
	10:00 to 11:00 a.m.	3rd Period
	12:30 to 1:30 p.m.	5th Period
May 22, 23 (5 persons per period)	9:00 to 10:00 a.m.	2nd Period
	12:30 to 1:30 p.m.	5th Period

**MOUNT TABOMA HIGH SCHOOL**

1st Period	8:00 to 8:55 a.m.	February 20, 21, 22 (4 persons per period)
2nd Period	9:00 to 9:55 a.m.	
3rd Period	10:00 to 10:55 a.m.	
3rd Period	10:00 to 10:55 a.m.	February 27, 28, March 1 (2 persons per period)
4th Period	11:30 to 12:25 p.m.	
5th Period	12:30 to 1:25 p.m.	
6th Period	1:30 to 2:30 p.m.	

**LINCOLN HIGH SCHOOL**

1st Period	8:00 to 8:55 a.m.	April 22, 23, 24, 25, 26
2nd Period	8:57 to 9:49 a.m.	29, 30, May 1, 2
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4th Period	11:43 to 12:36 p.m.	
5th Period	12:40 to 1:32 p.m.	
6th Period	1:37 to 2:30 p.m.	

TACOMA PUBLIC SCHOOLS

Volunteer Services

Volunteer Interview Form

School year _____
Date _____
Interviewer _____
School interview date _____
School assigned _____
Beginning date _____
Days & hours _____
Teacher(s) _____
Placement change _____
Date of change _____

Name \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

VOLUNTEER CATEGORY:

- RAISE (Senior citizen)
- College student
- High school student
- Community
- Resource person/group
- Parent of a student currently enrolled in a Tacoma Public School

Volunteer experience \_\_\_\_\_

Current/former employment \_\_\_\_\_

Educational background \_\_\_\_\_

Please indicate below which category(s) you prefer as a volunteer:

TUTORING: Spelling \_\_\_\_\_ Handwriting \_\_\_\_\_ Reading \_\_\_\_\_ HOSTS \_\_\_\_\_ Math \_\_\_\_\_ Science \_\_\_\_\_ PUSH/EXCEL \_\_\_\_\_ Resource Room \_\_\_\_\_

ESL \_\_\_\_\_ Arts & crafts \_\_\_\_\_ Special Ed \_\_\_\_\_ Library \_\_\_\_\_ Enrichment \_\_\_\_\_ EPSF screening \_\_\_\_\_ Art docent \_\_\_\_\_ Nurse's asst. \_\_\_\_\_

Clerical \_\_\_\_\_ Lunchroom \_\_\_\_\_ After school \_\_\_\_\_ Classroom asst. \_\_\_\_\_ Mock job interviewing \_\_\_\_\_ Hands-on art \_\_\_\_\_ Drama \_\_\_\_\_

Singing \_\_\_\_\_ Play instrument (specify) \_\_\_\_\_

Gifted (small groups) \_\_\_\_\_ Tender Loving Care \_\_\_\_\_ Serve on a committee (specify) \_\_\_\_\_

Special activities (specify) \_\_\_\_\_

School or location preferred \_\_\_\_\_ or willing to go where needed \_\_\_\_\_

Grade level preferred: Primary (Head Start) \_\_\_\_\_ Kindergarten \_\_\_\_\_ Elementary (grades 1-5) \_\_\_\_\_

Middle school (grades 6-8) \_\_\_\_\_ High school (grades 9-12) \_\_\_\_\_

Day(s) willing to volunteer: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Time preference: Morning (specify hours) \_\_\_\_\_ Afternoon (specify hours) \_\_\_\_\_

Length of time commitment (all school year, 1 month, 3 months, etc.) \_\_\_\_\_

To assist in keeping our records, please fill out this section:

Driver's license \_\_\_\_\_

Any physical disabilities: Hearing \_\_\_\_\_ Sight \_\_\_\_\_ Stair climbing \_\_\_\_\_ Other \_\_\_\_\_

In case of emergency, notify \_\_\_\_\_ Telephone \_\_\_\_\_

How did you hear about volunteer opportunities in Tacoma Public Schools? \_\_\_\_\_

THANK YOU FOR VOLUNTEERING IN THE TACOMA PUBLIC SCHOOLS!



In accordance with Chapter 43.43 RCW, applicants and prospective volunteers are required to complete this disclosure form. In addition, applicants who have been offered employment or volunteer assignments as outlined in said laws, will be required to complete a Request for Criminal History Information form. These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or findings. Employment is conditional upon a satisfactory background investigation. Volunteers will be retained on the same conditional basis. The State Patrol response will be sent to the District and to the applicant/employee/volunteer by that agency.

## **Applicant Disclosure Form Pursuant to Chapter 43.43 RCW**

Answer YES or NO to each listed item. If the answer is YES to any item, explain in the area provided, indicating the charge or finding, the date and the court(s) involved.

1. Have you been convicted of any crimes against persons?  
(Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree rape; first, second or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; first or second degree rape of a child; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed.)

Answer \_\_\_\_\_ If yes, explain below.

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2. Have you been convicted of crimes relating to financial exploitation if the victim was a vulnerable adult?  
("Crimes relating to financial exploitation" means a conviction for first, second or third degree extortion; first, second or third degree theft; first or second degree robbery; forgery; or as renamed. A "vulnerable adult" is a person sixty years of age or older who has the functional, mental or physical inability to care for himself or herself or a patient in a state hospital as defined in Chapter 72.23 RCW.)

Answer \_\_\_\_\_ If yes, explain below.

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3. Have you been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

Answer \_\_\_\_\_ If yes, explain below.

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4. Have you been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

Answer \_\_\_\_\_ If yes, explain below.

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5. Have you been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

Answer \_\_\_\_\_ If yes, explain below.

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6. Have you been found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?

Answer \_\_\_\_\_ If yes, explain below.

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***I have read the information contained herein and pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I authorize Tacoma School District #10 to inquire with former employers or references and obtain any and all information regarding my job-related background. I release the Tacoma School District, my former employers and all references from any and all liability in obtaining or disclosing such information. I agree that the District may, at its discretion, terminate my employment if, among other reasons, I provide false, misleading or incomplete statements.***

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_