



## Volunteer Background Request and Approval

To become a Free Horizon Montessori Classroom or Chaperone Volunteer you will need to complete the following:

1. Watch the Free Horizon Montessori Volunteer Orientation Video & complete the questions
2. Print and complete the lower portion of this form
3. Make a check or money order labeled with your name payable to Free Horizon Montessori for **\$7, cash / credit cards are not accepted**
4. Place payment, Confidentiality Agreement and this form in an envelope labeled: "ATTN: Human Resources"
5. Place envelope in the FHM payment box next to the office doors

Please remember the following:

- Background checks will be done on the first Friday of each month.
- No background checks will be done after March 30<sup>th</sup>.
- FHM Human Resources will contact you via email when you have been approved
- Allow 2 weeks for processing.
- All correspondence will be via email.

### Required information:

Birth date and social security will be shredded once background process is complete. Your name and email will be retained if follow-up is required.

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Full Legal Name (first, middle, last) \_\_\_\_\_

Email \_\_\_\_\_

Birth Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_