

Office of Volunteer Services

DPS Volunteer FBI Fingerprint Background Check Process

Like DPS employees, volunteers with unsupervised contact with youth are required to undergo a FBI Fingerprint Background Check. **You must be preapproved by the School Principal to apply for this position.**

All data is securely housed on a DPS server. We will not disclose your personal information to any third party.

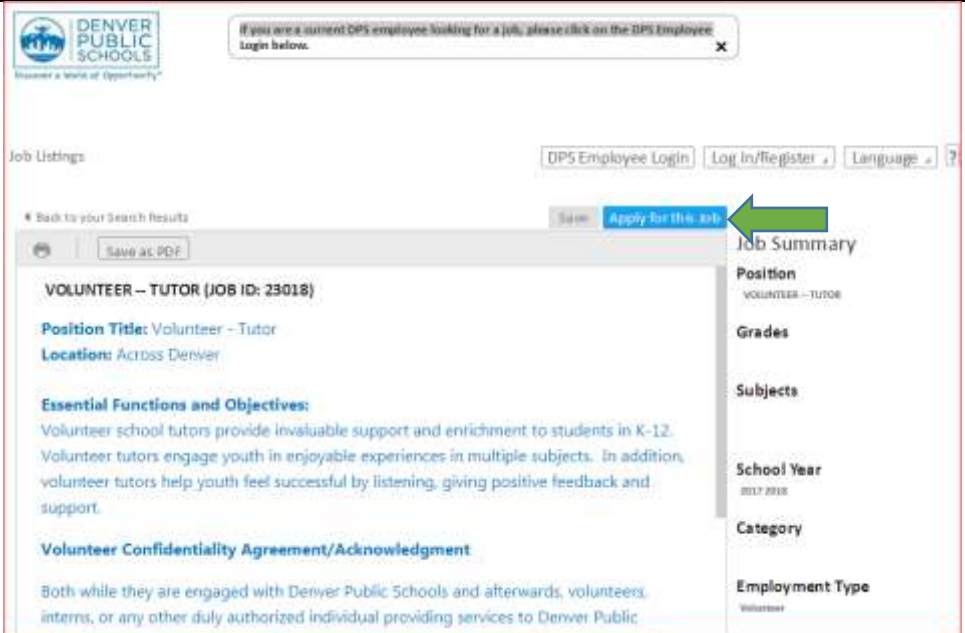
Step 1. To begin the DPS Volunteer FBI Fingerprint Background Check, select the link of your **assigned** volunteer position. If you volunteer for multiple positions, please select the position in which you most often volunteer.

Please note: If you are a DPS Employee, do not complete this process. Instead, please send an email with your name and volunteer position to Volunteer_Services@dpsk12.org . We will add your volunteer position to GHR.

- Volunteer-Chaperone - <http://tinyurl.com/yc7p6rvj>
- Volunteer-Destination Imagination - <http://tinyurl.com/ybmjjoyhy>
- Volunteer-Enrichment, Out of School Time - <http://tinyurl.com/y7zfkobx>
- Volunteer-Mentor (Non CTE) - <http://tinyurl.com/yantgw3e>
- Volunteer-Tutor - <http://tinyurl.com/y8u7e5wv>
- Volunteer-Other - <http://tinyurl.com/ybwshmpo>

Step 2. Review the Volunteer Position Description.

Press the “Apply for this Job” tab.



The screenshot shows the Denver Public Schools job listing interface. At the top, there is a navigation bar with the Denver Public Schools logo and a message: "If you are a current DPS employee looking for a job, please click on the DPS Employee Login below." Below this, there are links for "DPS Employee Login", "Log In/Register", and "Language". The main content area displays a job listing for "VOLUNTEER - TUTOR (JOB ID: 23018)". The job title is "Volunteer - Tutor" and the location is "Across Denver". The essential functions and objectives are described as providing support and enrichment to students in K-12. A green arrow points to the "Apply for this Job" button, which is highlighted in blue. To the right of the job listing, there is a "Job Summary" sidebar with fields for Position, Grades, Subjects, School Year, Category, and Employment Type.

Step 3. Basic Information – Complete red starred (*) required fields. All other fields are optional.

Note: You will need to create a password.

Step 1: Basic Information

Email Address:*

First Name:*

Last Name:*

Password:*

Confirm Password:*

Step 4. Create a profile – Create a profile by clicking the “Begin” button. You are **not** required to attach any documents.

Create profile by clicking Begin

You will be able to attach documents to your profile, such as: a resume, cover letters, etc.

[Begin](#) ←

Step 5. My profile – To complete the mandatory fields and enter additional contact information, click the “Edit” button.

My Profile

All candidates are required to enter the following:

Requirements vary by position; generally at least one record under the Employment, Education, and Social Security Number tabs. If you are missing any of this information, instructions are available under each tab. Attach resumes and cover letters under the Attachment tab. If you hold a license, credential, certificate, enter that information in the Credentials tab. Put endorsements under the Skills tab.

Contact Information Edit

brenda vasquez Contact Method
Contact Time

Contact Information – Complete red starred (*) required fields. All other fields are optional

Contact Information Alternative Information

General Information

Title

Preferred First Name

First Name*

Preferred Last Name

Middle Name

Home Country

Last Name*

Preferred Mailing Address

Suffix

Preferred Contact Method

Professional Designation

Preferred Contact Time

Address and Email

Country*

Primary Email

Address Line 1*

Resume Email

Address Line 2

City*

State / Province*

Zip Code*

Phone Numbers –
Enter your phone number (disregard the “International Prefix” drop-down menu).

Click “Save” to continue.

Phone Numbers

Home Phone	International Prefix	720-423-1817	Ext	<input checked="" type="checkbox"/> Preferred
Work Phone	International Prefix	Phone Number	Ext	<input type="checkbox"/> Preferred
Mobile Phone	International Prefix	Phone Number		<input type="checkbox"/> Preferred
Fax	International Prefix	Phone Number		

Save

Step 6. Talent Profile –

On Talent Profile Page, skip to Social Security tab.

Click on the Social Security tab.

Social Security

Talent Profile Page –

1. Click on “Add Social Security number” icon.
2. Enter social security number.
3. Click “Return to Job Listings” to continue.

Talent Profile

Employment	<input type="checkbox"/> Add Social Security Number
Education	
Skills/Subject Endorsements	
Credentials/Licensure	
Achievements	
Social Security	
Attachments	
Travel Documents	

Return to Job Listings

Step 7.
Scroll down to Volunteer positions and double click on assigned position.

VOLUNTEER -- CHAPERONE Posted: 07/05/2017

Region	Subjects	Grades	Category	School/Building	Sub Cat	School Year
Northeast:North west:Southeast:Southwest		NA		1617 S ACOMA ST BUILDING	NA	2017 2018

Click on "Apply for this job"

Back to your Search Results Save Apply for this job

[Save as PDF](#)

VOLUNTEER -- CHAPERONE (JOB ID: 23032)

Position Title: Volunteer - Chaperone

Location: Across Denver

Essential Functions and Objectives:
Volunteer chaperones assure safety of students by supervising a group of students at all times and account for all students regularly throughout the activity. Chaperones are expected to comply with school and district policies, follow directions given by the staff

Job Summary
Position: VOLUNTEER -- CHAPERONE
School Year: 2017 2018
Employment Type: Volunteer
Post Date: 07/05/2017

Click on "Consent"

[Review Profile](#) [Consent](#) [Acknowledgement](#) [Information](#)

Application

Click on "I Agree" and then "Continue"

I Agree Back Continue

Step 8. Enter the school in which you will volunteer and agree to the Student Confidentiality agreement.

[Review Profile](#) [Consent](#) [Questions](#) [Acknowledgement](#)

1. In which school(s) will you volunteer? *

2. Do you agree to abide by the Student Confidentiality Agreement, as shown in the volunteer posting? *

Yes No

<p>Step 9. Continue to answer all red starred (*) questions.</p> <p>You are required to answer the questions about past employment. However, it does not necessarily affect your eligibility status to volunteer.</p>	<p>Please complete all questions in this section.</p> <p>1. Are you eligible for employment in the United States? (If hired you will be required to provide proof of eligibility). *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>2. Are you presently employed? If so, where? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="text"/></p> <p>3. Have you ever applied to or been employed by Denver Public Schools? If so, under what name and the approximate date? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>Step 10. Application complete.</p>	<p>BRENDA Vasquez, your application has been received. Thank You!</p> <p>Thank you for your interest in Denver Public Schools. Your application has been successfully submitted to our system. We will contact you if we require further information or wish to arrange an interview.</p> <p>Kind regards,</p> <p>Department of Human Resources Denver Public Schools</p> <p>Close</p>
<p>Step 11. You will receive a follow-up email from the DPS Office of Volunteer Services about next steps including the DPS fingerprint process.</p>	<p>Application Receipt Confirmation - Denver Public Schools</p> <p>Talent_Acquisition@dpsk12.org to brenda_vasquez</p> <p>11:45 AM (1 hour ago)</p> <p>Dear BRENDA, Thank you for submitting your application to Denver Public Schools for the 23018 - VOL -- TUTOR position! We are reviewing your application, and will contact you with next steps if we would like to move forward.</p> <p>The success of Denver Public Schools is built on the talent and energy of outstanding people, so we very much appreciate the time you have devoted to this effort. Thank you for your interest in our district and our students.</p> <p>Sincerely, The Talent Acquisition Team Denver Public Schools Denver, CO</p>

Thank you for completing the DPS Volunteer FBI Fingerprint Background Check online process. Please contact the Office of Volunteer Services if you have questions.

Thank you for your interest in volunteering to put **Student First!**

DPS Office of Volunteer Services
1617 S. Acoma St.
Denver CO 80211
720-423-1817 | volunteer_services@dpsk12.org