## Appendix B: OUSD Due Diligence Questionnaire

Submit a Due Diligence Questionnaire for each proposed governing board member and proposed site administrator. Individuals must complete the form electronically, print it out, sign, and return it to the lead petitioner. The lead petitioner should then submit all of the questionnaires along with the petition.

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| **Oakland Unified School District**  **Due Diligence Questionnaire** | | | | | |
| **Charter Petition Applicant Information** | | | | | |
| Name of Applicant (First/Middle/Last): | | | | | |
| Other Names Used (i.e. Maiden): | | | | | |
| Date of Birth: | | | | | |
| Current address: | | | | | |
| City: | | State: | | ZIP: | |
| How long at current address? | | | | | |
| Prior Addresses (Past five years): | | | | | |
| **Background Information**  **(Please Attach Separate Sheets if Necessary)** | | | | | |
| Criminal History (Date(s) of Arrest(s) or detentions leading to conviction/ Date(s) of Conviction(s)): | | | | | |
| Education History: | | | | | |
| Employment History: | | | | | |
| All Professional Licenses / Credentials Held: | | | | | |
| Professional Affiliations (Corporate Positions, Board Positions, etc.): | | | | | |
| Fictitious Business Name Affiliations: | | | | | |
| Professional References: | | | | | |
| **Proposed Charter School** | | | | | |
| Charter School name: | | | | | |
| Address (if available): | | | | | |
| City: | | State: | | | ZIP: |
| Legal Entity Behind Charter School (if available): | | | | | |
| Other Charter Schools with which Affiliated (prior and current): | | | | | |
| Location of Other Charter Schools: | | | | | |
| **Authorization to Release Information** | | | | | |
| My signature affirms that all information on this application is true to the best of my knowledge. Further, I authorize all employers,  institutions, government agencies and persons named as references to release information for use in establishing my qualifications and credentials for this position. This authorization:  • Removes all liability from those who provide information and verification in response to any information I have stated in applying on behalf of the above referenced Charter School.  • Releases the Oakland Unified School District and any agent acting on its behalf from any and all liability of whatever nature in requesting or using such information to assess my candidacy on behalf of the above referenced Charter School.  • Is valid during my entire candidacy and during any resulting period of employment or governing board membership with the above-referenced Charter School.  • Is an indication of my knowledge and understanding that the information provided in this application will be used to investigate my background and my knowing and voluntary agreement to the background information being publicly disclosed as part of the charter petition review process.  • Is an indication of my understanding that any reports generated by the Office of Charter Schools will not be confidential and my knowing and voluntary waiver of any such confidentiality. | | | | | |
| **Signature** | | | | | |
|  | | | | | |
| Date: | | Title: | | | |
| **FOR OFFICE USE ONLY** | | | | | |
| Charter School Application Processed by: | | | | | |
| Phone: | Fax: | | E-mail: | | |