



Volunteer Application
Please print or type.

Name: _____
(Last) (First) (Middle) Nickname

Address: _____
(Street) (City) (State) (Zip Code)

Telephone (Home) _____ E-mail: _____

County: _____ How long have you lived at your present address? _____

Present Employer: _____ Work Telephone: _____

Job Title: _____ Number of years at present employer: _____

Educational Background:

Birthday(Month/Day): _____ Spouse name: _____

Emergency Contact: _____ Relationship: _____
Telephone:(H) _____ (W) _____

Do you have any health limitations? If yes, please describe: _____

Optional Information

Church or Religious Affiliation: _____

African American ____ Asian ____ Caucasian ____ Hispanic ____ Other _____

Volunteering at Chesterfield County First Steps

How did you hear about our Volunteer Program? _____

Please list experience working with children:

Please list any previous volunteer experience:



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To protect the safety and privacy of the children served by Chesterfield County First Steps, we have developed a screening process for volunteers that is based on the nature and length of contact a volunteer has with an individual child or group of children and the degree of staff supervision.

- All volunteers interacting with children on a regular basis are required to complete an application, personal reference checks, an interview with a member of the Chesterfield County First Steps staff or board committee, a criminal background check, and volunteer orientation.

References: Please list three non-family members who have known you at least two years (teachers, employers, neighbors, etc.) and their complete mailing addresses.

1. Name: _____

Address: _____
Street City State Zip Code

Telephone Number:(H) _____ (W) _____

Relationship: _____ How long have you known this person? _____

2. Name: _____

Address: _____
Street City State Zip Code

Telephone Number:(H) _____ (W) _____

Relationship: _____ How long have you known this person? _____

3. Name: _____

Address: _____
Street City State Zip Code

Telephone Number:(H) _____ (W) _____

Relationship: _____ How long have you known this person? _____

Have you ever been convicted or pleaded guilty to a crime? YES NO
If YES, please explain: _____

Have you ever had a report of child abuse filed against you? YES NO
If YES, please explain: _____



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Chesterfield County First Steps Volunteer Applicant Agreement

The information that I have supplied in this application is true to the best of my knowledge. I understand that if I become a volunteer, any misrepresentation or material omission made by me on this application will be sufficient cause in the cancellation of this application and immediate discharge from the volunteer program, whenever it is discovered.

Chesterfield County First Steps does not unlawfully discriminate and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for a volunteer position on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from Chesterfield County First Steps and still wish to be considered for a volunteer position, it will be necessary to fill out a new application.

If I receive a volunteer position, I understand that I am free to resign at any time, with or without cause and without prior notice. Chesterfield County First Steps reserves the same right to terminate my volunteer position at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for a volunteer position for any specified period or definite duration. I understand that no representative of Chesterfield County First Steps, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurance must be in writing and signed by an authorized officer.

I also understand that if I receive a volunteer position, I will be required to attend orientation and sign a client confidentiality statement before working with the clients of Chesterfield County First Steps.

Print Name

Signature of Applicant **Date**

Witness

Signature of First Steps Staff **Date**



Volunteer Screening Authorization

1) APPLICANT INFORMATION

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip Code)

Social Security #: _____ Date of Birth: _____

Driver's License #: _____ State: _____

Previous Addresses (Previous 7 Years):

Previous Address: _____ County: _____
How Long: _____

Previous Address: _____ County: _____
How Long: _____

Previous Address: _____ County: _____
How Long: _____

For Georgia Criminal Searches Only (Must Check One): ___ Employment w/Mentally Disabled (Purpose Code M) ___
Employment w/Elder Care (Purpose Code N) ___ Employment w/Children (Purpose Code W) ___x_ None Apply

2) AUTHORIZATION & GENERAL RELEASE:

In connection with my application to volunteer, I hereby authorize Chesterfield County First Steps, and all of their agents to request and receive any information and records concerning me, including but not limited to criminal history, driving, employment, military, civil and educational data and reports, from any individuals, corporations, partnerships, associations, institutions, schools, governmental agencies and departments, courts, law enforcement and licensing agencies and other entities, including my present and previous employers. This authorization shall remain on file for the duration of my volunteering, and will serve as ongoing authorization to procure information at any time.

In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential volunteering, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act.

I further release and discharge Chesterfield County First Steps, all of their agents and every employee or agent of any of them, and all individuals and personal, business, private or public entities of any kind, from any and all claims and liability arising out of any request(s) for, or receipt of, information or records pursuant to this authorization, or arising out of any compliance, or attempted compliance, with such request(s). I also authorize the procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable. I acknowledge that I have voluntarily provided the above information, and I have carefully read and I understand this authorization. The following information provided by me on this questionnaire is my true and complete legal name and all information is true and correct to the best of my knowledge.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. I acknowledge that I was given a summary of these rights together with this document.



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Signed: _____

Date: _____

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§ 1681-1681u, at the Federal Trade Commissions Web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of an error in writing, it may not continue to report the information if it is, in fact, an error.

Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you may be taken off the lists indefinitely.



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You may seek damages from violators. If a CRA, a user, or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.