



ARMED SERVICES YMCA

# VOLUNTEER APPLICATION

## YMCA of the Pikes Peak Region

The federal Fair Credit Reporting Act provides that anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses shall be liable for the greater of actual damages or \$1000, plus punitive damages, court costs, attorney's fees and up to two years imprisonment.

### VOLUNTEER APPLICANT RELEASE ORDER FORM

Company: YMCA of the Pikes Peak Region

Admin Asst Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

\*Please enter a valid email address. A link will be sent to this address in order to complete the background check information.

Thank you for considering the YMCA as a place to donate your time and talents. Volunteers are vital to the YMCA. Without them, we wouldn't be able to meet the needs of the youth who live in the Pikes Peak Region.

You'll find questions on this form about your background, former residences, places of employment, and so on. We hope you'll understand that, unfortunately, there are a few people who apply for volunteer jobs at the YMCA for the wrong reasons. The YMCA, however, makes an active effort to prevent abuse. So even though we may know you well, we will conduct appropriate background and reference checks on all volunteer coaches. It's just one of many ways we help protect children and other vulnerable people served by the YMCA. Final acceptance as a volunteer is based on a criminal records check, reference checks, and application approval.

Thanks for your cooperation in this effort and your interest as a volunteer for the YMCA.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(First) (Middle) (Last)

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ DOB: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

### Addresses for past 5 years: (list current address first, then work backwards)

- Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_
- Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_
- Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_
- Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Have you previously applied for employment here?  Yes  No

HAVE YOU EVER PLEADED GUILTY TO OR BEEN CONVICTED OF A CRIME EXCLUDING MINOR TRAFFIC VIOLATIONS?  Yes  No

If Yes, give dates and circumstances.

# Disclosure and Authorization

**“The YMCA has strict volunteer criteria. We conduct criminal background checks on all volunteers.”**

## **FAIR CREDIT REPORTING ACT**

### **Disclosure**

As an applicant for employment or a current employee of The YMCA of the Pikes Peak Region, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, this organization may choose to obtain and use information contained in either an investigative consumer report or a consumer report from a consumer reporting agency about you when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment-related decisions directly affecting you.

For explanation purposes, a “consumer reporting agency” is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as this organization.

A “consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

### **Authorization**

By signing below, I hereby voluntarily authorize the YMCA of the Pikes Peak Region to obtain either an investigative consumer report or a consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at this organization. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

In connection with my application, I understand that investigative background inquiries are to be made on me including criminal convictions, motor vehicle, consumer credit, and other reports. These reports may include information as to my character, work habits, performance, education, workers compensation claims and experience along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies.

I authorize without reservation, any party or agency contacted to furnish the above-mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information from Employment Screening Alliance. This authorization and consent shall be valid in original, fax or copy form.

I have the right to make a request of Employment Screening Alliance Applicant Background Checks, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment (or contract).

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Volunteer or Employment History

Please list at least one of the following of your last three employers or volunteering locations, starting with the most recent: (if applicable)

Place of Business	Dates	Briefly describe your duties
Address		
Position		
Supervisor		
Telephone #		

Place of Business	Dates	Briefly describe your duties
Address		
Position		
Supervisor		
Telephone #		

Place of Business	Dates	Briefly describe your duties
Address		
Position		
Supervisor		
Telephone #		

## REFERENCE CHECK

Reference Name (1) \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
First Last

Email \_\_\_\_\_

- How long have you know the Reference \_\_\_\_\_ years \_\_\_\_\_ months
- What is your relationship?
  Supervisor or employer
  Friend or neighbor  
 Co-worker
  Teacher
  Other \_\_\_\_\_

Reference Name (2) \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
First Last

Email \_\_\_\_\_

- How long have you know the Reference \_\_\_\_\_ years \_\_\_\_\_ months
- What is your relationship?
  Supervisor or employer
  Friend or neighbor  
 Co-worker
  Teacher
  Other \_\_\_\_\_

Reference Name (3) \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
First Last

Email \_\_\_\_\_

- How long have you know the Reference \_\_\_\_\_ years \_\_\_\_\_ months
- What is your relationship?
  Supervisor or employer
  Friend or neighbor  
 Co-worker
  Teacher
  Other \_\_\_\_\_

**The Type of commitment I have in mind is:** (mark all that you'd like)

- Ongoing Volunteer (6 months to a year)
- Short term projects/One Day Events
- Volunteering with my whole family
- Volunteering as part of a group

I am available on these days:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

At these times: \_\_\_\_\_

**I'd be most interested in:** (mark all that you like – they're not necessarily exclusive)

- Office Support Work
- Older Adult Programs
- Fundraising
- Other \_\_\_\_\_
- Health & fitness
- Special Events
- Building & Grounds Work

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## WAIVER OF LIABILITY

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for volunteer service or, after my service begins, may be cause for termination.

**CONVICTIONS:** Because of the content of our programs, the YMCA has strict volunteer selection criteria. However, a conviction does not automatically disqualify you from being a YMCA volunteer. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. A conviction generally will disqualify you if the record reveals that the conviction is both (a) "job related" and (b) occurred in the seven (7) years prior to you signing this application (or released from prison or remained on probation or parole for such a conviction within the previous seven (7) years). Most felony convictions are disqualifying. Job related convictions do not include misdemeanor marijuana use or possession convictions more than two years old or minor traffic offenses. Arrest records, with or without a conviction, will be considered in the course of the investigation if the number and date of occurrence is deemed to have a negative effect on your ability to perform the job you are seeking in an acceptable businesslike manner. Give all the facts, so that a fair decision can be made.

I do hereby proclaim that I have never been convicted of or reported for abuse, neglect, sexual assault, or a related charge, against a child, as defined in the Colorado Revised Statute. Furthermore, I am aware of the Colorado Revised Statute which states that intentionally/willfully placing a child in a position of danger with intent to commit harm to said child, or placing a child in a position of mistrust to include any sexual misconduct with a child, is punishable by law. I also understand that Administrative Staff of the YMCA is required to report any such misconduct to the proper authorities. Such misconduct will be grounds for immediate suspension and possible prosecution and termination.

**PHOTO RELEASE:** I understand that the YMCA has my permission to use any photography, video, and/or audio of myself/child/family for all of the following including, but not limited to: promotional purposes, social media feeds, and online or traditional marketing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian if under 18 \_\_\_\_\_ Date \_\_\_\_\_