



# VOLUNTEER APPLICATION

*Our Vision: With a commitment to excellence, our professional staff and volunteer leadership provide and support premier youth development services using innovative, comprehensive programs and unique life experiences to maximize each individual's potential, resulting in productive future citizens.*

## APPLICANT NOTE

It is the policy and practice of the Boys & Girls Clubs of Greater Scottsdale (“the Club”) to abide by all anti-discrimination laws provided for by federal, state, and local statutes and regulations. It is also the policy and practice of the Club to enlist volunteers and administer all volunteer practices without regard to race, color, sex, sexual orientation, age, marital status, medical condition, religious affiliation, veteran status, national origin, disability unrelated to the ability to perform the essential functions of the job, or any other protected category. Furthermore, the Club is committed to complying with the Americans With Disabilities Act. If you believe that you need a reasonable accommodation in order to apply for a volunteering opportunity, please notify the Club within three days of your application of your specific needs for a reasonable accommodation so that the Club can assist you where appropriate. If an applicant requests an accommodation for purposes of completing the application process, the Club reserves the right to require the applicant to furnish documentation from an appropriate professional (e.g., a doctor, rehabilitation counselor, etc.) confirming that the applicant has a disability or concerning their functional limitations for which a reasonable accommodation is requested.

## APPLICANT INSTRUCTIONS

1. Please read “APPLICANT NOTE”.
2. Complete all sections of this form.
3. If more space is needed to complete any question, use the “COMMENTS” section.
4. Print clearly; incomplete or illegible applications will not be processed.

## APPLICANT INFORMATION

PROVIDE FULL LEGAL NAME		
LAST NAME	FIRST NAME	MIDDLE NAME

ADDRESS	CITY	STATE	ZIP
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Gender    Male <input type="checkbox"/> Female <input type="checkbox"/>
Are you under 18 years of age?    YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, are you a Member of the Club? YES <input type="checkbox"/> NO <input type="checkbox"/>

How were you referred to the Club?	HOME TELEPHONE NUMBER (    )
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Have you ever volunteered /been employed by the Club before?    YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, where/when? _____
Do you have a relative currently employed by the Club?    YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, where? _____

Days of the week / hours you are available to volunteer (check all days that apply):
<input type="checkbox"/> Monday / _____ <input type="checkbox"/> Tuesday / _____ <input type="checkbox"/> Wednesday / _____ <input type="checkbox"/> Thursday / _____ <input type="checkbox"/> Friday / _____

At which Branch / Dept. are you seeking to volunteer?
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Have you been convicted of, pled guilty to, and/or pled no contest to a crime (including but not limited to theft, banking fraud, drug and/or alcohol-related offenses, sexual offense, assault, or any felony, etc.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition, action taken):
<input type="checkbox"/> YES: _____ <input type="checkbox"/> NO

## AREAS OF VOLUNTEERING INTEREST

Please check all that apply:

Arts     
  Education     
  Technology     
  Health     
  Sports     
  Other: \_\_\_\_\_

If you checked Sports, please complete the following:

Played      # of years \_\_\_\_\_      Where: \_\_\_\_\_      Certifications: \_\_\_\_\_

Coached      # of years \_\_\_\_\_      Age Level \_\_\_\_\_      Where: \_\_\_\_\_      Certifications: \_\_\_\_\_

Coaching level preference: \_\_\_\_\_

Do you have a child in a Club Sports League?  Yes     No      If Yes, what level? \_\_\_\_\_

Languages other than English that you know fluently:

Are you able, with or without a reasonable accommodation, to perform the essential functions of the volunteer position for which you are applying? YES       NO

## EMPLOYMENT EXPERIENCE

Are you presently employed? Please check all that apply.

Full-time     
  Part-time     
  Unemployed     
  Retired     
  Student

Please list your current or most recent employment information. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone			
Job Title			
Supervisor			
Reason for Leaving (if applicable)			May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No  Please use "Comments" section if necessary.

## EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE?		DEGREE
			YES	NO	
HIGH SCHOOL			<input type="checkbox"/>	<input type="checkbox"/>	
COLLEGE OR UNIVERSITY			<input type="checkbox"/>	<input type="checkbox"/>	
OTHER SCHOOLS <small>(Graduate, technical, business, military, etc.)</small>			<input type="checkbox"/>	<input type="checkbox"/>	

**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

The Boys & Girls Clubs of Greater Scottsdale collects employee and volunteer data to include in various annual reporting. We are an organization that values diversity. You are invited to report your information, but not providing it will have no bearing on your volunteering opportunities.

**Race or Ethnic Identity**

- Hispanic or Latino
- White
- Black or African American
- Native Hawaiian or Pacific Islander

- Asian
- American Indian or Alaskan native
- Two or More Races

**Veteran Status**

- Vietnam Era Veteran
- Special Disabled Veteran
- Other Eligible Veteran

**Other**

- Individual with Disabilities

I do not wish to self-identify.

**COMMENTS (Please use this section to add any additional information as necessary)**


**Applicant Agreement**

(1) The information contained in this application and all other documents that I have submitted to the Club is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation or omission of fact, as stated or implied, in my application or other documents may be sufficient reason for not accepting me as a volunteer and/or for my dismissal.

(2) I understand and agree that all information furnished in this application may be verified by the Club or its authorized representative. I waive any right I may have to be notified by any individuals and organizations named in this application prior to the release of any information to the Club. I further authorize all individuals and organizations named in this application to give the Club all information relative to such verification. I hereby release such individuals and organizations and the Club from any and all liability for any claim or damage resulting therefrom.

(3) I understand that as a Volunteer I am required to abide by all rules and regulations of the Club and to comply with all policies and procedures in the Volunteer Orientation handout, any policy and procedure manual, or other communications to Volunteers. I understand that the Club’s policies and procedures are subject to modification at any time, without notice.

**(4) I hereby understand and acknowledge that any volunteer relationship that may be entered into with the Company is of an “at will” nature, which means that the Volunteer may resign at any time and the Club may discharge Volunteer at any time, with or without cause. It is further understood that this “at will” volunteer relationship may not be changed by any written document, by oral statement, or by any other means except an express written contract of employment, stated to be a contract, signed by the President/CEO of the Club.**

I hereby acknowledge that I have read, understand and agree with all of the above stated information.

**Applicant Signature**

Date:



## VOLUNTEER BACKGROUND CHECK AUTHORIZATION & RELEASE FORM

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize the Boys & Girls Clubs of Greater Scottsdale (the "Club") and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for selection to volunteer. I understand the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish the Club or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby release the Club and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs, family or associates because of compliance with this authorization and request to release. You may contact me as indicated below. I understand that a copy of this authorization may be given at any time, provided I do so in writing.

I understand that, I may make a written request to receive a copy of my background reports. Further, I understand that pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's right will be provided to me.



**VOLUNTEER BACKGROUND CHECK  
AUTHORIZATION & RELEASE FORM**

**Please Print Clearly**

<b>Full legal name:</b>				
<b>Maiden name (if applicable):</b>				
<b>All Former Names Used (if applicable):</b>		(B)		
(A)		(C)		
<b>Social Security Number:</b>		<b>Gender:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>Date of Birth:</b>		<b>Telephone Number:</b>		
<b>Current Address:</b>				
Street:				
City:		State:	Zip:	
<b>Driver's License Number:</b>		<b>State Issued:</b>		
<b>Name on Driver's License:</b>				
<b>Prior residence, past seven (7) years:</b>				
1.	Address:			From:
	Street:			
	City:	State:	Zip:	To:
2.	Address:			From:
	Street:			
	City:	State:	Zip:	To:
3.	Address:			From:
	Street:			
	City:	State:	Zip:	To:
4.	Address:			From:
	Street:			
	City:	State:	Zip:	To:

If more space is needed, add supplemental sheets.

By signing below, I am certifying that the above information is true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **SUMMARY OF RIGHTS UNDER FCRA**

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 CRA's 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 Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under the state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- 1. 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.
- 2. 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 are also 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.
- 3. 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.
- 4. 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.

- 5. You can dispute inaccurate items with the source of the information.** If you tell anyone-- such as a creditor who reports to the 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 have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. 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 must be taken off the lists indefinitely.
- 10. 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. The FCRA gives several different federal agencies authority to enforce the FCRA:

**FOR QUESTIONS OR CONCERNS REGARDING PLEASE CONTACT**

CRA's, creditors and others not listed below

Federal Trade Commission

Consumer Response Center- FCRA  
Washington, DC 20580 \* 202-326-3761

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Office of the Comptroller of the Currency

Compliance Management, Mail Stop 6-6  
Washington, DC 20219 \* 800-613-6743



## VOLUNTEER BACKGROUND CHECK AUTHORIZATION & RELEASE FORM

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Federal Reserve Board

Division of Consumer & Community Affairs  
Washington, DC 20551 \* 202-452-3693

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Office of Thrift Supervision

Consumer Programs  
Washington D.C. 20552\* 800- 842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name)

National Credit Union Administration  
1775 Duke Street  
Alexandria, VA 22314 \* 703-518-6360

State-chartered banks that are not members of the Federal Reserve System

Federal Deposit Insurance Corporation

Division of Compliance & Consumer Affairs  
Washington, DC 20429 \* 800-934-FDIC

Air, surface, or rail common carriers regulated by former Civil

Aeronautics Board or Interstate Commerce Commission

Department of Transportation

Office of Financial Management  
Washington, DC 20590 \* 202-366-1306

Activities subject to the Packers and Stockyards Act, 1921 Department of Agriculture

Office of Deputy Administrator-GIPSA  
Washington, DC 20250 \* 202-720-7051