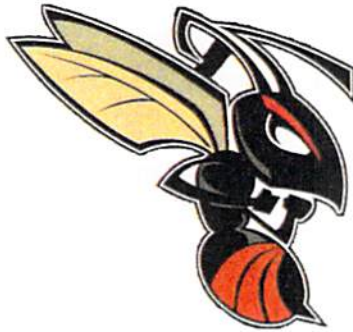


# VOLUNTEER APPLICATION PACKET



## **VOLUNTEER APPLICATION INSTRUCTIONS**

Thank you for your interest in volunteering with Heyworth CUSO #4. To ensure the safety and security of all children and staff members, anyone interested in volunteering is required to complete this packet of information and return it to the district at least five days prior to the volunteer assignment

### **1. Volunteer Application Form**

This is an application form to be completed, which provides the preliminary information needed to consider your interest in volunteering. Please complete this application form in its entirety and return it to the district

### **2. Disclosure and Authorization**

To ensure the safety of each and every student our district will complete a non-fingerprint based background check on each individual interested in volunteering. The check may consist of the following:

- Nationwide Criminal Background Check • As required by Insurance Carrier/District Policy
- Nationwide Sex Offender Registry - Required by Law
- State Sex Offender Registry • Required by Law
- Child Murderer and Violent Offender Against Youth Registry - Required by Law
- Any other checks as required by law

Please complete the Disclosure and Authorization Form and return it to the district with a check for \$8.00

### **3. Summary of Rights**

The Summary of Rights explains your rights under the Fair Credit Reporting Act This information is for you to read and keep.

Upon complete review of your application form and appropriate verifications, the district will notify you of acceptance to volunteer with the district This process may take up to 10 days to complete.

Sincerely.

Dr. Ty Wolf.  
Superintendent

## VOLUNTEER APPLICATION FORM

### PERSONAL INFORMATION:

Name: \_\_\_\_\_  
*Last First MI*  
Maiden Name or if known by any other name: \_\_\_\_\_

Check One:  Parent/Guardian  Community member (non-parent)  
 Student  Other (please specify): \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Emergency contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Have you ever been a school volunteer?  Yes  No  
If Yes, Name of School: \_\_\_\_\_

Name(s) of any child(ren) attending Heyworth CUSD #4:  
\_\_\_\_\_  
\_\_\_\_\_

### AVAILABILITY:

Entire School Year (September – June)  Program/Short Term Project \_\_\_\_\_

Summer School (July)  Other \_\_\_\_\_

Time Available:  Morning (\_\_\_\_ to \_\_\_\_)  M  T  W  Th  F  
 Afternoon (\_\_\_\_ to \_\_\_\_)  M  T  W  Th  F

Number of hours/wk: \_\_\_\_\_

### REFERENCES:

Please provide professional and/or personal references:

1. \_\_\_\_\_  
*Name Phone*

2. \_\_\_\_\_  
*Name Phone*

**BACKGROUND INFORMATION:**

Please answer the following questions completely. Any falsification, omission, deliberate misrepresentation or failure to complete any part of this form is grounds for rejection as a volunteer. Heyworth CUSD #4 reserves the right to reject any applicant for any legitimate, nondiscriminatory reason, at its sole discretion.

Do you currently have any outstanding criminal charges or warrants for your arrest pending against you?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony criminal offense and/or misdemeanor or felony criminal offenses involving illegal substances?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child in any legal proceeding?  Yes  No

If yes, please explain: \_\_\_\_\_

**ACKNOWLEDGEMENT – Employees of the District**

The purpose of this notice is to inform prospective volunteers that they do not have insurance coverage from the District and to document the volunteer's acknowledgment and agreement that he/she is providing volunteer service at his/her own risk. By signing below:

1. You acknowledge that Heyworth CUSD #4 does not provide insurance coverage for any loss, injury, illness or death resulting from your unpaid service to the District.
2. You agree to assume all risk of injury, illness, damage or loss of any nature or kind, arising out of your volunteer assignments, whether supervised or unsupervised and your service to the District. You agree to waive any and all claims against the District, its Board Members, employees, agents or assigns, or their successors for loss due to death, injury, illness or damage of any kind arising out of your service to the District.

By signing below you also acknowledge that:

1. You may not volunteer to perform a job that is the same or similar job for which you are employed.
2. Your volunteer services are not being performed in the course and scope of your regular employment and are not in any way required by the School District.
3. Either the District or you can terminate you volunteer services at any time for any reason. Your withdrawal will not affect your continued employment with the School District.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**ACKNOWLEDGEMENT – Non-Employees of the District**

The purpose of this notice is to inform prospective volunteers that they do not have insurance coverage from the District and to document the volunteer's acknowledgment and agreement that he/she is providing volunteer service at his/her own risk. By signing below:

1. You acknowledge that Heyworth CUSD #4 does not provide insurance coverage for any loss, injury, illness or death resulting from your unpaid service to the District.
2. You agree to assume all risk of injury, illness, damage or loss of any nature or kind, arising out of your volunteer assignments, whether supervised or unsupervised and your service to the District. You agree to waive any and all claims against the District, its Board Members, employees, agents or assigns, or their successors for loss due to death, injury, illness or damage of any kind arising out of your service to the District.

By signing below you also acknowledge that:

1. Your time and service as a volunteer is given without promise, expectation, or receipt of any form of compensation, benefits, or other remuneration for this service.
2. Either the District or you can terminate you volunteer services at any time for any reason.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**For School District Use Only:**

General Description of Assignment:

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Name(s) of Supervising Staff Member(s):

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\_\_\_\_ Non-Fingerprint Based Criminal Background check completed

\_\_\_\_ Federal sex offender registry check completed

\_\_\_\_ State sex offender register check completed

\_\_\_\_ Child Murder and Violent Offender against Youth Registry completed

\_\_\_\_ Volunteer Orientation completed

\_\_\_\_ Review of District Policies completed

\_\_\_\_  
Witness Signature

\_\_\_\_  
Date

The above mentioned volunteer has met all of the requirements to provide volunteer services to the School District.

\_\_\_\_  
Administration Approval

\_\_\_\_  
Date

## DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

This release shall be limited to non-fingerprint based screens for Volunteers relating to the undersigned.

### NOTICE REGARDING BACKGROUND INVESTIGATION

Heyworth CUSD #4 ("the School") may obtain information about you from a consumer reporting agency for purposes of volunteering. These reports may contain information regarding your criminal history, motor vehicle records ("driving records"), or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report. Please be advised that the nature and scope of the most common form of consumer report obtained with regard to applicants and volunteers is a fingerprint test by the state police and/or FBI conducted by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Heyworth CUSD #4 to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your service to the School to the extent permitted by law.

### ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the School at any time after receipt of this authorization and throughout my service, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, another outside organization acting on behalf of Heyworth CUSD #4, and/or the School itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Other /Alias \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Present Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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

*Para información en español, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N. W., Washington, D. C. 20580.*

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.



- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, Employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to Employers.** A consumer reporting agency may not give out information about you to your Employer, or a potential Employer, without your written consent given to the Employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a tollfree phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 888-5-OPT-OUT (888-567-8688) or [www.optoutprescreen.com](http://www.optoutprescreen.com).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response enter – FCRA Washington, DC 20580 1-877-382-4357
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
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 Complaints Washington, DC 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 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
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