**Volunteer Background Screening Process**

Tank you for being interested in serving as a volunteer coach in the Wetumpka Parks and Recreation, Baseball/Softball Recreation League.

All applicants serving in any capacity must submit to a background screening and may not participate in any coaching activities until cleared by the Parks and Recreation Department applicant review committee.

Completing and signing this form, providing your email address, or accepting the background screening invitation from our screening service authorizes the City of Wetumpka, Parks, and Recreation to request and receive an investigative screening report using local and national level agencies. The information is collected solely to determine the applicant's eligibility for acceptance into the Volunteer program.

**Hold Harmless and Volunteer Expectations**

I understand that all statements on this application must be complete and true. False or incomplete statements will be cause for DISQUALIFICATION or DISMISSAL.

I acknowledge the City of Wetumpka, Parks, and Recreation Department reserves the right to not accept or remove any applicant from the volunteer program.

I agree and indemnify and hold harmless the City of Wetumpka, its Departments, officers, agents, employees, contractors, and volunteers from and against any and all damages, injuries, loss liability, charges, and expenses in any way arising out of my participation in the volunteer program for which I registered.

I understand and agree that I represent the City of Wetumpka, Parks, and Recreation Department as a volunteer. Therefore, I must treat public park users, other volunteers and department officials, agents, employees, or contractors with respect. Any threatening or harassing behavior will result in my immediate removal and termination from the volunteer program.

I shall be under the influence of alcohol or other controlled substance while participating in volunteer activities.

I agree and understand that safety is of the utmost importance. Therefore, I will take safety seriously and employ and use safe work practices for myself and others as a personal responsibility.

* I Agree

PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NBR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**SCREENING GUIDELINES**

No applicant will be accepted as a volunteer with a conviction, a guilty plea, a plea of no contest, any prayer for judgment continued, or any disposition (other than those names) which places responsibility on the person for the violations of any of the following:

**ALL Sex Offenses (regardless of the amount of time since the offense)**

* Examples include but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, and indecent exposure.

**ALL Felony Offenses (Regardless of the amount of time since the offense)**

* Examples include but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, child abuse, embezzlement, fraud, theft by trick, misrepresentation to obtain employment security commissioner benefits, drug offenses, theft, and child endangerment.

**Misdemeanor – Violent offenses within the past 7 years**

* Examples include but are not limited to: simple assault, battery, domestic violence, communicating threats, hit and run, and assault with a deadly weapon.

**Misdemeanor – Drug or Weapon Offenses within the past 7 years**

* Examples include but are not limited to: simple marijuana possession, possession of drug paraphernalia, carrying a gun on education property, carrying a concealed weapon without a permit, discharging a firearm within the City limits.

**Misdemeanor – Offense within the past 7 years that would be considered a potential danger to children, seniors, people with disability, or any other fragile population.**

* Examples include but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor

**Traffic Criminal within the past 2 years**

* Traffic criminal charges such as but not limited to reckless driving to endanger, driving while license is revoked, and DUI and/or patterns of such charges will be discussed with applicants, and if applicant is approved, may include a written agreement of "no driving" team members (kids or adults) or other volunteers, during their volunteer service of time.

**Applicants who have been charged for any disqualifying offense or have a case pending in court will not be accepted as a volunteer until the official adjudication of the case.**

**Applicants whose background and/or reference check indicate potentially disqualifying information will be contacted by a Parks and Recreation employee and provided an opportunity to clarify or dispute any derogatory information before the review committee reaches a final decision,**

**DISCLOSURE OF PROCUREMENT OF CONSUMER REPORT**

**AND/OR INVESTIGATIVE CONSUMER REPORT**

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY**

Please be ADVISED that the City of Wetumpka, Parks and Recreation Department may obtain a Consumer Report about you in order to evaluate your eligibility **for the purpose of utilizing your volunteers services.** It may be and Investigative Consumer Report, which may incluide information about your character, general reputatouin, personal characteristics, and mode of living. You have the right to request disclosure of the nater and scsope of the report, which may invlolve peronal interviews with sourcesas your neighbors, friends, associates, or others.

These reports may include credit information, credit history, employment history and reference checks for criminal and civil history information, motore vehicle records and moving violations reports ("driving records"), sex offender status reports, edcuation verification, prefessinal licensure verification, and other items.

THE INDERSIGNED HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THE FOLLWING DISCLOSURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

**VOLUNTEER AUTHORIZATION**

**I HEREBY AUTHORIZE** the City of Wetumpka, Parks and Recreation Department to obtain "consumer report"" and/or "investigative consumer reports" at any time after receipt of this Authorization and, throughout my service period to the End User, if I am accepted as a volunteer. To this end, I hereby authorize, without reservation, any person, or entity, law enforcement agencies, adminstrator, state or federal agency, institution, school, or unveristy (public or private), information service, bureau, employer, or insuranc ecompany to furnish all background information to the City of Wetunpka background service company "Sterling Volunteers", its subcontractors or another outside organization acting on the behalf of Sterling Volunteers. The term "background information" includes but is not limimted to" employment history, refernce checks, criminal and civil history information, motor vehcicle recrods, moving violations reports, sex offender ststus information, credit reports, education verfication, professinal licensure verfication, drug testing, information related to my Social Security number, and information concerning workers compensation claims, I agree that an email, facsmilie (fax), text, electronic or photgraphic copy of this Authorization shall be as valid as the original. I acknowledge receiot of the Disclosure of Procurement of Consumer Report And/Or Investigative Consumer Report. I understand I can view the information I provided may be verified, if necessary, by contacting any person, organization, or agency, that may have information concerning me. You hahve the right to request from the End User a written summary of the rights of a consumer prepared pursuant to the Fair Credit Reporting Act, 151 U.S.C. § 1681g(c).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Volunteer Date

**APPLICANT SCREENING QUESTIONNARE**

Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_\_\_

Home#\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSAN#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_ Driver’s License #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State:\_\_\_\_\_ Current:\_\_\_ Suspended:\_\_\_\_Revoked: \_\_\_\_

Position Applied For: Circle Appropriate Line

|  |  |  |  |
| --- | --- | --- | --- |
| Manager/Head Coach | Assistant Coach | DugOut Assistant | Team Parent |
| Scorekeeper | Press Box Announcer | Concession Worker | Gate Worker |

Volunteer coaching experience: (Nbr Mths/Yrs) \_\_\_\_\_\_\_ City/St: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In the Last Seven years: (If yes**, please list each arrest's date, charge, and disposition. (use back if needed)

A.)  Have you been convicted or plead guilty to a felony or misdemeanor involving theft of property, money, or services? **Yes/No**

B.)  Have you been convicted of a crime involving domestic violence? **YES/NO**

C.) Is a court-issued restraining order currently or pending against you? **YES/NO**

D.)  Have you been convicted of possessing or selling any controlled substance? (i.e., marijuana, cocaine, etc.) Y**ES/NO**

E.) Are you a convicted sex offender? **YES/NO**

F.) Have you ever been convicted of an offense involving child abuse? **YES/NO**

G.) Have you ever been convicted of driving under the influence of alcohol? **YES/NO**

Please list the names, addresses, and phone numbers of three persons, other than relatives, who know you well, and whom we may contact for personal reference if needed.

1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Name: \_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_ Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STATEMENT OF AFFIRMATION**

I understand the information I have provided may be verified, if necessary, by contacting any person, organization, or agency that may have information concerning me. I hereby release and hold harmless from liability any person or organization that provides such information. I also agree to hold harmless the chartered organization, local league, the league officers, employees, and volunteers thereof, and the City of Wetumpka and its officers, agents, and employees.

In signing this application, I affirm that the information I have given is true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

------------------------------PARKS AND RECREATION USE ONLY -------------------------

League Sports Director/Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Panel Lead\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parks and Recreation Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la

Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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 FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

• 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, o you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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 2 reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore.

**• 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 toll-free phone number you can call if you choose to remove your name and address form the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

**•** The following FCRA right applies with respect to nationwide consumer reporting agencies:

**CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years. A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

**• 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**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. For information about your federal rights, contact:**