

## **YMCA of Metropolitan Denver Volunteer Requirements**

Thank you for considering volunteering with our YMCA sports program. Listed below is a checklist of what any prospective coach in our program will be asked to complete in order to be a volunteer in our program. Please take a moment to review. If you have any questions, please contact your local YMCA athletic director.

**Volunteer Background Check** – To be completed and returned to athletic director before start of season. Forms available from athletic director or at [www.denverymca.org](http://www.denverymca.org).

1. Completed volunteer application
2. Volunteer release
3. Fair credit reporting act form

**Trainings** – Proof of completion needs to be submitted to athletic director before season, either via e-mailed certificate of completion or hard copy.

1. CDC Heads Up Concussion course
  - [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)
2. Coaching YMCA Youth Sports
  - <http://training.ymca.net>
3. Safety and Emergency Action
  - <http://training.ymca.net>
  - Can also be completed by attending coaches' meeting



YMCA OF METROPOLITAN DENVER

# Volunteer Application

*The Y: We're for youth development, healthy living and social responsibility.*

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on Page 2 of the application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information. PLEASE COMPLETE ENTIRE APPLICATION IN INK.

Last Name	First	Middle	Branch
Street Address			Date
City, State, Zip			<b>Referral Source:</b> <input type="checkbox"/> Job Line <input type="checkbox"/> Advertisement (which publication?) _____
Home Phone (       )			<input type="checkbox"/> Friend/Relative <input type="checkbox"/> Employee <input type="checkbox"/> Walk in <input type="checkbox"/> Other _____
Business Phone / Cell Phone (       )			Are you a member of a YMCA? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address:			If yes, which branch? _____
			When will you be available to begin volunteering? _____

Type of volunteer experience desired: 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_

- Have you previously applied for employment or volunteerism with the YMCA?  Yes  No If yes, when? \_\_\_\_\_
- Have you been employed by any YMCA?  Yes  No If yes, give YMCA name \_\_\_\_\_  
Address \_\_\_\_\_ Dates of Employment \_\_\_\_\_
- Have you been convicted of a crime of child abuse or unlawful sexual behavior?  Yes  No  
If yes, explain \_\_\_\_\_
- Have you ever been convicted of any law violation? Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.)  
 Yes  No (A conviction will not necessarily disqualify an applicant for volunteering.)  
If yes, give details \_\_\_\_\_

**IF A VOLUNTEER IS FOUND TO HAVE A CRIMINAL RECORD, EMPLOYMENT AND/OR VOLUNTEERING MAY BE TERMINATED. THE YMCA HAS STRICT VOLUNTEER CRITERIA. WE CONDUCT CRIMINAL BACKGROUND CHECKS ON ALL PROGRAM VOLUNTEERS.**

Relatives employed by or on a Board of the YMCA of Metropolitan Denver:

Name	Relationship	Branch

### What other organizations have you volunteered for, if any?

Name	Address	Phone Number	Position	Supervisor	Dates

One personal reference that is a relative:			
Name	Address	Phone	Relationship

# Employment History

List most current first.

	1	2	3
Company Name			
Supervisor Name			
Dates of Employment			
Position Held			
Street Address			
City / State / Zip			
Telephone No. (with Area Code)			

# Personal References

Others Familiar with your Work or School Achievements. (Not former employers or relatives.) Must include complete information.

	1	2	3
Name (First / Last)			
Occupation			
Company / School			
Street Address			
City / State / Zip			
Telephone No. (with Area Code)			

### AFFIDAVIT, CONSENT & RELEASE (Please Read Each Statement Carefully Before Signing)

I hereby declare that all information provided by me in this Application for Volunteering or any attachments is true, correct and complete. I understand that any false information, misstatement or omission of fact on this application or attachments may disqualify me from further consideration for employment or volunteering and may lead to immediate termination of volunteering relationship if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I authorize you to obtain any background information including, but not limited to reference checks, criminal checks and motor vehicle information. These reports, if obtained, may include information as to my character, general reputation, abilities and other information.

I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

**I UNDERSTAND THAT THE YMCA HAS THE RIGHT TO TERMINATE ANY VOLUNTEER RELATIONSHIP AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

If applying for a job in licensed childcare, I understand that any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and upon conviction thereof, shall be punished accordingly.

I have read, understand and by my signature, consent to these statements.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or guardian if under 18

\_\_\_\_\_  
Date

# Approval for Volunteering

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Branch Executive's Signature of Approval \_\_\_\_\_

Date \_\_\_\_\_



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 RELEASE ORDER FORM

In connection with my volunteer application, I understand that investigative background inquiries are to be made on me including criminal convictions, motor vehicle reports 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 the YMCA of Metropolitan Denver 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, 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 volunteering for the YMCA of Metropolitan Denver.

Volunteer Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE PRINT CLEARLY**

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

SSN \_\_\_\_\_ Gender \_\_\_\_\_ Birth Date \_\_\_\_\_ Race \_\_\_\_\_

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

Addresses for past 5-years:

Current Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ Years there: \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ Years there: \_\_\_\_\_ to \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ Years there: \_\_\_\_\_ to \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ Years there: \_\_\_\_\_ to \_\_\_\_\_

**FOR YMCA USE ONLY**

Company **YMCA of Metropolitan Denver**

Office Manager Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email address: \_\_\_\_\_

In accordance with the Fair Credit Reporting Act, you must:

- Disclose to the applicant, in a separate document, that a consumer report may be obtained.
- Obtain written consent before ordering any reports.
- Advise the applicant of adverse information if used to deny employment, provide applicant with report and give them consumer rights.

Special Instructions: \_\_\_\_\_

Department \_\_\_\_\_

GL account to charge \_\_\_\_\_

**FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION  
DISCLOSURE**

As an applicant for employment or a current employee of the YMCA of Metropolitan Denver, you are a consumer with rights under the Fair Credit Reporting Act. In the event any of the following circumstances exist, the YMCA of Metropolitan Denver may choose to obtain and use information contained in either a consumer report or an investigative 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.

Our *consumer reporting agency* is Employment Screening Alliance, Inc., at 600 Bypass Dr, Suite 217, Clearwater, FL 33764, toll free 866.830.3724, 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 the YMCA of Metropolitan Denver.

A *consumer report* means any written, oral or other communication of any information by a consumer reporting agency bearing on your 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 Metropolitan Denver, to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at the YMCA of Metropolitan Denver. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above. This report may be delivered in either written or electronic form.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**Date of Birth**

**California, Maine, Minnesota, & Oklahoma Applicants Only:** Please check here to have a copy of your consumer report e-mailed directly to you.

**E-mail Address:** \_\_\_\_\_

**New York Resident Applicants Only:** I acknowledge receipt of a copy of the Article 23-A of New York Correction Law.

**Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer 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 the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://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 identify 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, 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](http://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 reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://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](http://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 from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- **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:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8<sup>th</sup> Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p>