

# Highlands Ranch Community Association

## Sports and Fitness Program Volunteer Application

**Please provide ALL information requested. Incomplete applications will not be considered.**

**Position Applying For:**      Coach       Assistant Coach       Program Assistant

**Sport / Activity Applying For:** \_\_\_\_\_

*Please list your name as it appears on your social security card.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

*Provide copy of Driver's License with application.*

**1. Have you coached or instructed this activity before?**                      Yes                       No

If yes, where?	Age Level	Years Coached/instructed
_____	_____	_____
_____	_____	_____

**2. Have you ever been convicted of a crime (other than a minor traffic offense that resulted only in a fine)?**  
Yes                       No

*\*\*\*All applicants will undergo a background check for the purpose of serving as a factor in establishing eligibility for a Sports or Fitness volunteer position. Additional information request and authorization forms follow as separate documents.*

### Volunteer Code of Conduct:

1. I will conduct myself in a respectful manner, exhibit good conduct, and be a positive role model
2. I will display respect and courtesy for other staff, volunteers, participants, visitors, clients and property.
3. I will provide a safe environment by following the safety rules and guidelines set by the HRCA.
4. I will respect the privacy of participants and hold in confidence sensitive, private and personal information.
5. I will keep HRCA staff informed of progress, concerns, and problems within the program(s) in which I participate.
6. I will work cooperatively as a team member with employees and volunteers.
7. I will keep personal opinions and actions separate from those made as a representative of the HRCA.
8. I will not use vulgar or inappropriate language.
9. I will not solicit gratuities, gifts or bequests for personal or professional benefit.
10. I will not use or be under the influence of illegal drugs.
11. I will not consume or be under the influence of alcohol or consume tobacco at HRCA events.
12. I will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.

I recognize that as a volunteer, I am, through my actions, a representative of the HRCA and its philosophy. I will uphold the standard of conduct expected and demanded to the responsibility of this position. Should my conduct, for any reason, be detrimental to the participants, HRCA staff or members, I may be notified by the HRCA and relieved from my duties as a volunteer. Neither this application nor working as a volunteer program leader, assistant or coach creates a contract of employment. As indicated by the signature below, the applicant agrees to abide by the above rules of conduct. Applicant also grants permission for HRCA, Inc. to conduct a background check with a consumer reporting agency. I hereby acknowledge that I have read the above information and agree to the stated responsibilities.

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

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

Office use only:

Submitted to Payroll Date: \_\_\_/\_\_\_/\_\_\_ Background Check Date: \_\_\_/\_\_\_/\_\_\_ Volunteer Approval Date: \_\_\_/\_\_\_/\_\_\_

**FAIR CREDIT REPORTING ACT DISCLOSURE  
AND AUTHORIZATION DISCLOSURE**

As an applicant for a Volunteer position with the HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC., (HRCA), you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, HRCA 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: (1) when considering your application for a Volunteer position (2) when making a decision whether to offer you a volunteer position, (3) when deciding whether to continue your position as a Volunteer (having already been approved) or (4) when making other Volunteer-related decisions directly affecting you.

Our *consumer reporting agency* is Background Information Services, Inc. at 1800 30<sup>th</sup> Street, Suite 204, Boulder, Colorado 80301, 303 442-3960, 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 HRCA.

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, associates, or 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, in writing and within a reasonable time, 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 HRCA, to obtain either a consumer report or an investigative consumer report from a consumer reporting agency and to consider this information when making decisions regarding my employment at HRCA. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above. **NOTWITHSTANDING ANYTHING CONTAINED HEREIN TO THE CONTRARY, GIVEN THE POSITION FOR WHICH THE VOLUNTEER HAS APPLIED, THE INFORMATION TO BE OBTAIN BY HRCA PURSUANT TO THIS AUTHORIZATION SHALL BE LIMITED TO THE FOLLOWING: (1) A COLORADO CRIMINAL BACKGROUND CHECK AND A CRIMINAL BACKGROUND CHECK FOR EACH STATE IN WHICH THE APPLICANT HAS RESIDED DURING THE PREVIOUS SEVEN YEARS; AND (2) A NATIONAL CRIMINAL DATABASE SEARCH WHICH SHALL INCLUDE, AMONG OTHER THINGS, THE NATIONAL SEX OFFENDER REGISTRY AND THE OFFICE OF FOREIGN ASSET CONTROL.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

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

## RESIDENCE FORM

PLEASE INCLUDE ALL INFORMATION FOR THE PAST 7 YEARS:

CURRENT NAME: \_\_\_\_\_

OTHER NAMES USED WITHIN LAST 7 YEARS AND DATE OF CHANGE: \_\_\_\_\_

\_\_\_\_\_

- PREVIOUS ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
Dates of Residency: From: \_\_\_\_\_ To: \_\_\_\_\_

- PREVIOUS ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
Dates of Residency: From: \_\_\_\_\_ To: \_\_\_\_\_

- PREVIOUS ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
Dates of Residency: From: \_\_\_\_\_ To: \_\_\_\_\_

- PREVIOUS ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
Dates of Residency: From: \_\_\_\_\_ To: \_\_\_\_\_

- PREVIOUS ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
Dates of Residency: From: \_\_\_\_\_ To: \_\_\_\_\_

- PREVIOUS ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
Dates of Residency: From: \_\_\_\_\_ To: \_\_\_\_\_

**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 20006.**

### **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 20006.**

- **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:**

**TYPE OF BUSINESS:**

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

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

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

**CONTACT:**

a. Bureau of Consumer Financial Protection  
1700 G Street NW  
Washington, DC 20006

b. Federal Trade Commission: Consumer Response Center - FCRA  
Washington, DC 20580  
(877) 382-4357

a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480

c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106

d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings  
Department of Transportation  
400 Seventh Street SW  
Washington, DC 20590

Office of Proceedings, Surface Transportation Board  
Department of Transportation  
1925 K Street NW  
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
406 Third Street, SW, 8th Floor  
Washington, DC 20416

Securities and Exchange Commission  
100 F Street NE  
Washington, DC 20549

Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission: Consumer Response Center - FCRA  
Washington, DC 20580  
(877) 382-4357