

PLATTSMOUTH COMMUNITY SCHOOLS

www.pcsd.org

402-296-3361

APPLICATION TO VOLUNTEER

PERSONAL INFORMATION

Date of Application: _____

Last Name First Name Middle Name

Address City State Zip Code

Email Address – *required to process background check* Home / Cell Phone

Have you ever been employed by Plattsmouth Community Schools? Yes ___ No ___

Have you previously filed an application to volunteer within our district? Yes ___ No ___

Date Available to begin volunteering: _____

I am interested in volunteering at the following building(s). Mark all that apply.

Early Childhood Center Middle School
 Elementary School High School Other Organization _____

Able to volunteer:	Full Time ___	Part Time ___
Able to travel, if required?:	Yes ___	No ___

EMERGENCY CONTACT

Please give the name and telephone number of an individual we may contact in case of an emergency.

Name of Emergency Contact Relationship to You

Home Phone Work Phone Cell Phone

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SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications you have and could use when volunteering.

Indicate any foreign language you can speak, read and/or write. Also indicate degree of fluency.

VOLUNTEER APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application to volunteer in the Plattsmouth Community Schools, and I have voluntarily signed the attached Criminal History Authorization/Waiver of Liability and Release of Claims form. I further understand and agree that I have an obligation to immediately notify the building administrator and/or school official if I am charged with and/or convicted of any crime, whether felony or misdemeanor (does not include traffic citations, unless the traffic violation resulted in the suspension or revocation of your driver's license).

This application shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered beyond this time period should inquire as to whether or not the applications are being accepted.

I understand and acknowledge that any volunteer relationship with the Plattsmouth Community School District is of an "at will" nature, which means that the volunteer may resign at any time and the Plattsmouth Community School District may discharge the volunteer at any time with or without cause. There is no entitlement or property right to be a volunteer in the Plattsmouth Community School District. It is further understood that the "at will" relationship may not be changed by any written document, unless such change is specifically acknowledged in writing by a Superintendent.

By signing this form, I understand that false and/or misleading information given in this application or any interviews will result in discharge.

I understand that volunteers serving in the District serve without financial compensation.

I understand also that I am required to abide with and am bound by all policies, rules/regulations and procedures of the District.

Signature of Volunteer Applicant

Date

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CRIMINAL HISTORY AUTHORIZATION WAIVER OF LIABILITY AND THE RELEASE OF CLAIMS FOR EMPLOYEES AND VOLUNTEERS

As a prospective employee/volunteer of the Plattsmouth Community School District, I authorize the Plattsmouth Community School District to conduct a criminal history background check and child abuse/neglect registry check, prior to an offer using the information below.

LEGAL NAME:

Please Print _____
Last First Middle

Maiden Name/Names previously used: _____

Birth Date: _____ Age: _____ Race: _____ Sex: _____

Social Security Number: _____ Email Address: _____
- required to process background check

Driver's License Number: _____

I understand that the above information is required for conducting a criminal history background check and child abuse/neglect registry check. I hereby release and forever discharge the Plattsmouth Community School District, the state of Nebraska, and the City of Plattsmouth, and their agents, officers, and employees from any and all actions, causes, claims and demands for, upon or by reason of any damage, loss of injury, which may be sustained by me in nature of libel, slander, invasion of privacy or other resulting from errors or omissions in the information given or from the use of the information, whether by reason of unauthorized use, negligence or otherwise.

Volunteer Signature Date

Witness/Parent Guardian if minor (under 18 years of age)

_____ I have not been convicted of or pled guilty or nolo contendere (no contest) to, any crimes, including both felonies and misdemeanors.

_____ I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes, including both felonies and misdemeanors, but not including traffic citations unless they resulted in the suspension or revocation of my driver's license (explain nature of conviction, date and court and attach waiver form):

Yes No Have you ever been investigated or convicted of a crime of physical abuse, sexual abuse, or child pornography by any law enforcement or any health and human services agency?

Yes No Have you been convicted of any felonies within the last 5 years?

Yes No Do you currently have any criminal charges pending?

If any of the above were answered yes, please explain: (use the back of this form, if necessary)

Please note that individuals who declare that they have been arrested, charged with, or convicted of an offense are not automatically disqualified from being hired. Plattsmouth Community School District staff review each case to assess the relevance of an arrest, charge, conviction or a hiring decision PCSD staff will take necessary steps to assure the confidentiality of this form. PCSD is an Equal Opportunity Institution.



APPLICANT DISCLOSURE AND AUTHORIZATION FORM

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Plattsmouth Community Schools ("The Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history including current position, worker's compensation injuries, 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 investigative consumer report conducted by **One Source The Background Check Company, PO Box 24148, Omaha, NE 68124, 1.800.608.3645, www.onesourcebackground.com**. The scope of this notice and authorization is allowing the Company to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your employment 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 Company at any time after receipt of this authorization and throughout my employment, if applicable. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

PLEASE PRINT LEGIBLY

Last Name: _____ First Name: _____ Middle: _____

Other Legal Names/Alias: _____

Social Security #: _____ Date of Birth (MM/DD/YYYY): _____

Driver's License #: _____ State of Driver's License: _____

Current Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

All Previous Full Addresses in the Last Seven (7) Years

Signature: _____ Date: _____

**This information will be used for background screening purposes only and will not be used for any other purpose.*

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, 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 NW, 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;
 - 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

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 from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 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.

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: