Volunteer Application

☐ **Miss**
☐ **Ms.**
☐ **Mrs.**
☐ **Mr.**
☐ **Dr.**

Date: _____

Name: _____
Last First Middle Suffix Preferred

Address: _____

_____
City State Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Social Security #: _____ University ID #: _____

Date of Birth: _____ ☐ Male ☐ Female E-Mail Address: _____

Ethnicity: Are you Hispanic/Latino (3)? ☐ Yes ☐ No

Race: Please select one or more:

☐ White (1) ☐ Black or African American (2) ☐ Hawaiian/Pacific Islander (4)
☐ Asian (4) ☐ American Indian/Alaska Native (5) ☐ Unknown (6)

Spouse's Contact Information (if applicable)

Name: _____
Last First Middle

Address: _____
City State Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contacts (aside from spouse)

I. Name: _____ _____
Last First Middle Relationship

Address: _____
City State Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

II. Name: _____ _____
Last First Middle Relationship

Address: _____
City State Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

This form will be kept in your personnel file in the Human Resources Office. Please update information as changes occur.

WAIVER AND RELEASE:

In consideration of being permitted to serve as a volunteer at Texas Wesleyan University, I assume the risk that may result from my participation as a volunteer. I understand that the risks of my participation as a volunteer include being seriously injured or killed. I am knowledgeable about the organization/ department for which I am serving as a volunteer, have experience and am aware of the potential for injury and/or death while volunteering. I do hereby release and hold harmless The Board of Trustees of The Trustees of Texas Wesleyan University, Texas Wesleyan University, their related foundations, their officers, employees and agents, from all liability for property damage, personal injury and/or death, which occurs as a result of my participation as a volunteer athletic coach.

I have read and understand the above waiver and release of claims.

Printed Name: _____

Signature: _____

Date: _____

Witness Printed Name: _____

Witness Signature: _____

Date: _____

If you are a minor:

Parent Printed Name: _____

Parent Signature: _____

Date: _____

7.0 Administrative Policies and Procedures

7.5.12 Volunteers

All Texas Wesleyan University volunteers must complete a volunteer application/information sheet, Appendix R (FCRA Disclosure Statement), a residency information form and waiver of liability form. Background checks must be conducted on all prospective volunteers. The cost for the background check will be charged to the department requesting the volunteer. Under no circumstances shall someone be allowed to volunteer without a background check. Upon successful completion of the background check, the Human Resources Department will notify the department that the individual may start volunteering. The Human Resources Department will maintain a database of all active volunteers. It will be up to each department to notify the Human Resources Department when someone is no longer volunteering within their department. All volunteers will be unpaid and will not be eligible for any University sponsored benefits. Volunteering does not guarantee an individual of future employment with Texas Wesleyan University. Volunteers wishing to work for Texas Wesleyan University shall follow the same hiring process as all other applicants.

Texas Wesleyan
UNIVERSITY

CONSENT TO PERFORM CRIMINAL BACKGROUND CHECK
IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)

Last Name | First Name | Middle Name or Initial

Maiden or other name(s) used in any and all other records of birth or records of residence. | **Position Applying For**

Address | Apartment or #

City | County

State | Zip

** Driver's License No. | **Driver's License State | ** Date of Birth | Social Security Number

****TO BE USED FOR CRIMINAL HISTORY CHECKS ONLY AND NOT A PART OF THE PERSONNEL FILE.**

In connection with my application for employment, my continued employment, or in connection with my desire to engage in volunteer activities, I have been advised and I hereby consent and authorize the Employer and its agent, at any time during or subsequent to my application process, to conduct an investigative consumer report that may include, but are not limited to, a criminal record check, employment and education verifications, personal references; personal interviews; my personal credit history; and driving record. I do hereby consent to Employer's use of any information provided on this form or during the application process in performing the investigative consumer report. Employer has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. I agree to release, indemnify and hold harmless Employer and any reporting agency Employer uses with regard to any information reported by the reporting agency. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from a consumer reporting agency. If so, I will be notified and given the name, address, and phone number of the agency which provided the information. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of Employer. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information. I acknowledge that facsimile, copy or email shall be as valid as the original.

The following are my responses to questions about my criminal history (if any).

1. YES____NO____Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense (exclude minor traffic violations)? If yes, please provide details below: Note: **FAILURE TO DISCLOSE RESULTS IN AUTOMATIC DISAPPROVAL.**

State	County	Date of Offense	Details of Offense

2. YES____NO____Have you ever received deferred adjudication for any federal, state or municipal criminal offense? If yes, please provide details below: Note: **FAILURE TO DISCLOSE RESULTS IN AUTOMATIC DISAPPROVAL.**

State	County	Date of Offense	Details of Offense

3. YES____NO____Have you received probation or community supervision for any federal, state or municipal criminal offense? If yes, please provide details below: Note: **FAILURE TO DISCLOSE RESULTS IN AUTOMATIC DISAPPROVAL.**

State	County	Date of Offense	Details of Offense

4. YES____NO____Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below: Note: **FAILURE TO DISCLOSE RESULTS IN AUTOMATIC DISAPPROVAL.**

State	County	Date of Offense	Details of Offense

HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT AND COMPLETE. IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE, I UNDERSTAND THAT GROUNDS FOR CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT WILL EXIST AND MAY BE USED AT THE DISCRETION OF THE EMPLOYER.

APPLICANT (PRINT NAME)_____

APPLICANT'S SIGNATURE_____**DATE**_____

SPECIAL NOTE: ANY EMPLOYEE WHO IS ARRESTED FOR A CRIME OF VIOLENCE, DISHONESTY OR A DRUG OR ALCOHOL-RELATED OFFENSE MUST REPORT SUCH AN ARREST IMMEDIATELY TO A SUPERVISOR.

DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosure

Texas Wesleyan University (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, www.hireright.com.

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

Authorization

I hereby authorize Company to obtain the consumer reports described above about me.

Applicant Name_____

Applicant Signature_____ Date_____

Residency Information Form

Name: _____

Date of Birth: _____

Residency (list all the places you have lived in the last 7 years including cities, states, countries, etc.)

1. _____
   City State Zip Country
2. _____
   City State Zip Country
3. _____
   City State Zip Country
4. _____
   City State Zip Country
5. _____
   City State Zip Country
6. _____
   City State Zip Country
7. _____
   City State Zip Country

Signature : _____ Date: _____