



MANATEE COUNTY YMCA Volunteer Application

Today's Date _____
(Month-Day-Year)

For: Bradenton Branch _____ Lakewood Ranch _____ Parrish Branch _____
Outreach Programs _____

Mr. ___ Mrs. ___ Miss. ___ Ms. ___ Rev. ___ Dr. ___ Other _____

Legal Name: _____ Maiden Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____

Work Phone: _____

Date of Birth: _____

How long have you been at this address? _____

Social Security Number: _____ - _____ - _____ (required for background check)

E-Mail Address: _____

Are you 18 years of age or over? _____ Yes _____ No
(If no, please have parent or guardian sign the application, too.)

Emergency Contact:

Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Home Phone: _____

Work Phone: _____

WHAT TYPE OF VOLUNTEER WORK ARE YOU APPLYING FOR (check all that apply):

- ___ Youth Sports Coach/Referee (specify what sport)
- ___ Administrative Office Work (filing, mailings, etc.)
- ___ Aquatics Swim Aide
- ___ Babysitting
- ___ Special Events (Healthy Kids Day, Fall Festival, etc.)
- ___ Other _____

What Type of Formal or Informal Training Do You Have For This Position?

What Areas Do You Feel You Need Training?

- ___ Coaching
- ___ Rules
- ___ Other _____
- ___ Strategy for Practices/Games
- ___ CPR
- ___ Safety
- ___ First Aid

Background

Please list here any other names you may have used in the past: _____

Drivers License number: _____

State that Issued Drivers License: _____

Have you ever been convicted of a criminal offense? ____ Yes ____ No

If so, what was it? _____

MANATEE COUNTY VOLUNTEER CERTIFICATION

I authorize investigation of all statements contained in this Volunteer Application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from volunteering or removal of my application from consideration. I authorize the Manatee County YMCA to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising there from.

Initial

I authorize Manatee County YMCA to conduct a background investigation including, but not limited to the following: national criminal file, multi-state sex offender search, and county criminal search. I recognize that the results of this background investigation may be used to determine my ability to volunteer at the Manatee County YMCA.

Initial

Residences (If at Current address less than five (5) years; List all previous addresses within the last 5 years)

1. Address: _____
City, State, Zip: _____
Length of Time at Address: _____

2. Address: _____
City, State, Zip: _____
Length of Time at Address: _____

Employment History

Please list your last two employers, starting with the most recent:

1. Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Job Title: _____
Length of Employment: _____
Name of Supervisor: _____

2. Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Job Title: _____
Length of Employment: _____
Name of Supervisor: _____

Volunteer References

Please list the name, address, telephone numbers & relationship of three (3) people who have know you sufficiently well to provide us a reference and one (1) relative.

REFERENCE DATA

PROFESSIONAL/PERSONAL REFERENCES WE MAY CONTACT (One must be a family member)

Name	Address & Phone Number	Relationship

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for volunteer service or, after my service begins, may be cause for termination.

Signature of Applicant

Date

Signature of Parent or Guardian (if applicant is under 18)

Date

**NOTICE AND AUTHORIZATION CONCERNING CONSUMER
AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because the Manatee County YMCA (“Organization”) may request consumer reports or investigative consumer reports in connection with your application for employment, or at any time during the course of your employment with the Organization, if any, for purposes of evaluating your suitability for employment, promotion, reassignment or retention as an employee/volunteer/sub-contractor. Additionally, in the event that claims or disputes between you and the Manatee County YMCA are filed with any third parties, the Organization may request consumer reports or investigative consumer reports for purposes of evaluation and response, regardless of whether you remain in the employ of the Organization at the time such claims or disputes arise.

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances.

AUTHORIZATION

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to the Manatee County YMCA (1) in conjunction with my application for employment, volunteerism or contractor labor, (2) during the entire course of my employment, if any, and (3) after any such employment ends. I further understand that any and all information contained in my job application or otherwise disclosed to the Manatee County YMCA by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Organization and confirm that all such information provided in connection with my job application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, an offer of employment or a promise of continued employment. If employed by the Manatee County YMCA, my employment will not be for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the Manatee County YMCA.

Name (Printed)	Social Security Number
Name of County in which you reside	Date of birth (mm/dd/yy)
Signature	Date

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s website (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance or employment – must tell you, and give you the name, address and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA — usually to consider an application with a creditor, insurer, employer, landlord or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

For Questions or Concerns Regarding:

Please Contact:

CRA's, creditors and others not listed below

Federal Trade Commission Bureau of
Consumer Protection FCRA
Washington, DC 20580, 202-326-3761

National banks, federal branches/
agencies of foreign banks (word "National"
or initials "N.A." appear in or after bank's name)

Office of the Comptroller of the Currency
Compliance Management, MS 6-6
Washington, DC 20219, 800-613-6743

Federal Reserve System member banks (except national
banks and federal branches/agencies of foreign banks)

Federal Reserve Board, and
Consumer & Community Affairs
Washington, DC 20551, 202-452-3693

Savings associations and federally chartered savings banks
(word "Federal" or initials "F.S.B."
appear in federal institution's name)

Office of Thrift Supervision
Consumer Programs
Washington, DC 20552, 800-842-6929

Federal credit unions (words "Federal Credit Union"
appear in institution's name)

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314, 703-518-6360

Banks that are state-chartered or are not
Federal Reserve System members

Federal Deposit Insurance Corporation
Compliance & Consumer Affairs
Washington, DC 20429, 800-934-FDIC

Air, surface or rail common carriers regulated by former
Civil Aeronautics Board or
Interstate Commerce Commission

Department of Transportation
Office of Financial Management
Washington, DC 20590, 202-366-1306

Activities subject to the Packers and Stockyards Act, 1921

Department of Agriculture
Office of Deputy Administrator-GIPSA
Washington, DC 20205, 202-720-7051

**Manatee County YMCA's
Child Abuse Prevention
VOLUNTEER CODE OF CONDUCT**

<ol style="list-style-type: none"> 1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a volunteer person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them. 2. Volunteer shall never leave a child unsupervised. 3. Restroom supervision: Volunteer will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. You will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the volunteer (not being alone with a child). If you are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with volunteer or staff. 4. Volunteer should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others. 5. Volunteer shall not abuse children including: <ul style="list-style-type: none"> • physical abuse – strike, spank, shake, slap; • verbal abuse – humiliate, degrade, threaten; • sexual abuse – inappropriate touch or verbal exchange; • mental abuse – shaming, withholding love, cruelty; • neglect – withholding food, water, basic care, etc. <p>Any type of abuse will not be tolerated and may be cause for immediate removal from program/activity.</p> 6. Volunteer must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. You will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing. 7. Volunteer will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be reported to the program director to address with the parent or child in a non-threatening way. Any questionable marks or responses will be documented. 8. Volunteer respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture. 9. Volunteer will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit. 	<ol style="list-style-type: none"> 10. Volunteer will refrain from intimate displays of affection towards others in the presence of children, parents, and staff. 11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA. 12. Volunteer must appear clean, neat, and appropriately attired. 13. Using, possessing, or being under the influence of alcohol or illegal drugs during program/activity hours is prohibited. 14. Smoking or use of tobacco in the presence of children or parents during program/activity hours is prohibited. 15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited. 16. Volunteer must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted. 17. Volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity. 18. Volunteer may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval. 19. Volunteer are not to transport children in their own vehicles. 20. Volunteer may not date program participants under the age of 18 years of age. 21. Under no circumstance should volunteer release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA). 22. Volunteer are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by the program director. 23. Failure to report violations of the Manatee County YMCA's Code of Conduct may result in immediate removal from program/activity.
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I understand that any violation of this Code of Conduct may result in removal from the program.

Volunteer Signature

Volunteer Print Name

Date

Program Director Signature