



## Escambia County Volunteer Agreement and Volunteer Candidate Request Form

I understand that:

- The references listed may be contacted by telephone or email.
- This Volunteer Candidate Request Form in no way obligates me to perform any Volunteer service.
- All records and information gathered are the property of Escambia County and, as such may be subject to public records laws.
- I hereby authorize Escambia County to conduct whatever investigation it may deem necessary to determine whether I can become an effective volunteer. I do herein affirm to the best of my knowledge that these answers and statements are, true, correct, and complete.

By signing I agree to all terms and conditions listed in the above agreement.

FIRST NAME				LAST NAME			
ADDRESS							
CITY			STATE			Zip	
DAYTIME PHONE NUMBER			ALTERNATE PHONE NUMBER				
E-MAIL ADDRESS							
CURRENT EMPLOYER							
EMPLOYER ADDRESS							
CITY			STATE			ZIP	
Are you bilingual?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	Language(s) Spoken:		
Education: <i>(highest education level reached)</i>							
HOW DID YOU HEAR ABOUT US?							
<input type="checkbox"/> ECTV <input type="checkbox"/> County Employee <input type="checkbox"/> Citizen's Academy <input type="checkbox"/> County's Website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> News Release <input type="checkbox"/> Flyer							
<input type="checkbox"/> Public Service Announcement <input type="checkbox"/> Other _____							
[Briefly Explain] Why You Are Interested?							

**PLEASE CHECK DAYS AVAILABLE**

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
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*How Often/Frequency?*

<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Once a month	<input type="checkbox"/> Twice a month	<input type="checkbox"/> Other	
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Please List Times Available	AM		PM	

REFERENCE #1/NAME		E-MAIL ADDRESS	
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TITLE		RELATIONSHIP		TIME KNOWN		PHONE NUMBER	
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REFERENCE #2/NAME		EMAIL ADDRESS	
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TITLE		RELATIONSHIP		TIME KNOWN		PHONE NUMBER	
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**TRAINING & EXPERIENCE**

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**PREFERRED VOLUNTEER AREAS**

<input type="checkbox"/> <b>Community Affairs.</b> The Community Affairs Department is comprised of a variety of community-based projects that enhance the quality of life for our citizens.	<input type="checkbox"/> <b>Library.</b> WFPL is the community's independent learning center for residents of all ages who live in Escambia County. The library provides free access to reading; audio-visual materials; event programming; and serving as an information portal offering public computing, database and internet access technology.
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☐ **Community & Environment.** The Community & Environment Department provides a diverse array of vital programs to the community.

☐ **Corrections.** The Corrections Department is comprised of three divisions: Community Corrections, Environmental Enforcement and Animal Control, and the Road Camp.

☐ **Development Services.** The Development Services Department provides professional building, mapping, planning and zoning services to the citizens of Escambia County.

☐ **Human Resources.** The Human Resources Department is responsible for employment, benefits, employee relations, management, policy, administration, and training for Escambia County employees.

☐ **Information Technology.** The Information Technology Department provides an efficient and well coordinated computing environment through integrated systems, local area networks and personal computer systems.

☐ **Management and Budget Services.** The Management & Budget Department is responsible for the primary internal and administrative functions of Escambia County government.

☐ **Parks & Recreation.** The Parks and Recreation Department maintains athletic fields and parks, developed and undeveloped neighborhood parks, beach access parks, boat launch areas, the Equestrian Center, and Lake Stone camping facility.

☐ **Public Safety.** The department that never sleeps - Public Safety is responsible for keeping citizens safe from emergencies and both man-made and natural disasters.

☐ **Public Works.** The Public Works Department is charged with the conservation and preservation of Escambia County's infrastructure, including Engineering, Fleet Maintenance, Facilities Management, Road Department, Transportation & Traffic and Environmental Water Quality.

☐ **Solid Waste Management.** The Solid Waste Management Department provides solid waste disposal and recycling services and educational programs.

Other \_\_\_\_\_

Other Organizations  
applicant volunteered:

1.

2.

3.

4.

5.

6.

\_\_\_\_\_  
[Signature of Applicant]

\_\_\_\_\_  
[Printed Name of Applicant]

\_\_\_\_\_  
[Signature of Parent or Legal Guardian]

\_\_\_\_\_  
[Printed Name of Parent or Legal Guardian]

\_\_\_\_\_  
[Date]

Return to: Government Complex, Attention: Human Resources, 221 Palafox Place, Suite 200, Pensacola, Florida 32502  
Phone: 850-595-3000 or Fax: 850-595-4966

FOR OFFICE USE ONLY:  
[Approval Needed]

Department/Division		
Department Director Approval [signature]		Date
Processed By:		Contact #:
NOTES:		Date

## RELEASE OF LIABILITY for VOLUNTEERS AND INTERNS

Name of Volunteer:

I hereby release and agree not to hold liable the Escambia County Board of County Commissioners, its officers, agents, and employees from any and all claims of any kind arising from my service as an intern and/or volunteer.

I further agree to the following:

1. I acknowledge that I am an intern and/or volunteer for the Escambia County Board of County Commissioners and have no expectations of compensation. I understand that the Escambia County Board of County Commissioners may, at any time, for whatever reason, decide to make changes in my assignment or terminate my relationship with the Escambia County Board of County Commissioners. I understand that I may decide to sever my intern and/or volunteer relationship with the Escambia County Board of County Commissioners at any time, and notice of such a decision should be communicated as soon as possible to my supervisor.
2. I understand and agree that while participating in this program, I am not an agent, servant, or employee of the Escambia County Board of County Commissioners, and therefore will not be covered by the Escambia County Board of County Commissioners for any health, death or disability benefits.
3. I agree to release and hold harmless the Escambia County Board of County Commissioners, its officers, agents, and employees from any and all claims of any kind that may arise out of my performance as an intern and/or volunteer. I waive any right of action against the Escambia County Board of County Commissioners in consideration of being allowed to serve as an intern and/or volunteer. Notwithstanding the foregoing, nothing herein shall limit or affect my rights to workers compensation benefits as a volunteer pursuant to Florida Law.
4. I understand and agree to abide by the policies and procedures of the Escambia County Board of County Commissioners relating to the performance of duties and responsibilities assigned to me.
5. I agree that any information I may gain through participation in County activities will be used by me only for my personal educational purposes, except to the extent otherwise required by law.
6. I understand and agree that, in the course of my participation as a volunteer and/or intern with the Escambia County Board of County Commissioners, I may have access to keys and combinations that are confidential because of security concerns. I understand and acknowledge that I will not disclose this information or any other security-related information to any person without prior approval of my supervisor. I understand that my intern and/or volunteer status will be revoked if I make improper disclosure of this or any other security-related information.
7. I understand and grant the Escambia County Board of County Commissioners, its successors, assigns, and licensees, the perpetual right to photograph, film, use and reproduce, as the County desires, photographs and videotapes taken of myself and/or my children during any volunteer activity. I understand that I will not receive any compensation for my participation or my children's participation in the photographs and videotapes and that the Escambia County Board of County Commissioners shall own all right, title, and interest to the photographs and videotapes, including the portions that contain the images and voices of myself and/or children.
8. I agree that should any provision of this Release be found unenforceable, all remaining provisions shall remain in full force and effect. Further, I agree that this Release shall be construed pursuant to the laws of the State of Florida.

I certify that I have read and understood the above agreement as the terms under which I will be allowed to participate as an intern and/or volunteer with the Escambia County Board of County Commissioners.

Intern/Volunteer (Printed Name):	Intern/Volunteer (Signature)
(Printed Name) of Parent or Guardian (If under 18 years of age)	(Signature) of Parent or Legal Guardian (If under 18 years of age)
Department Director (Printed Name):	Department Director (Signature):
Date:	Date:

**\*\* Signature of Parent/Legal Guardian required if Volunteer is under 18 years of age**



## ESCAMBIA COUNTY VOLUNTEER PROGRAM BACKGROUND SCREENING FORM

(Please Print)

Last Name			First Name			Middle		
Please list all other names you have used (i.e. Alias, Maiden)	1.			2.				
	3.			4.				
	5.			6.				
	7.			8.				
	9.			10.				
Date of Birth	Month		Day		Year			
Race (please check one)	<input type="radio"/> Black	<input type="radio"/> White	<input type="radio"/> Asian Pacific Islander	<input type="radio"/> American Indian	<input type="radio"/> Other: (specify)			
Sex (please check one)	<input type="radio"/> Male		<input type="radio"/> Female					
Present Address					City			
State			Zip Code			County		
Previous Address (if less than one year at present address)					City			
State			Zip Code			County		

It is the highest priority of the Escambia County Board of Commissioners to ensure the safety of our citizens. In order to provide a safe and secure atmosphere for our community's citizens, volunteers will be screened through the Escambia County Sheriff Department, the Santa Rosa Sheriff's Office, the Florida Department of Law Enforcement (FDLE), or the National Crime Information Center. When possible, Escambia County will incur all costs of the background screenings. All information received from the background check applications and reports returned from either of the agencies mentioned will be used for the purpose of determining applicant's eligibility as a volunteer participant with the Escambia County Board of Commissioners.

### No Volunteer Applicant Will Be Accepted Who Has Been:

- A. Arrested or convicted of any crime involving sexual misconduct with or against a minor.
- B. Arrested or convicted for any type of violent crime.
- C. Arrested or convicted of any crime involving illegal drugs or alcohol.
- D. Arrested or convicted of child abuse or domestic violence.

All other arrests and convictions will be examined in order to determine whether the incident is related to the volunteer position. In these situations eligibility determinations will be based upon a minimum of the last five years.

Any applicant that is turned away based upon the background screening will be notified by the Division of Human Resources of the findings via certified letter. The volunteer may then provide a written appeal for reconsideration to the program. The volunteer must be willing to discuss with the Volunteer Coordinator and a Human Resource designee his or her previous record(s). Once the volunteer has presented his or her case, the Volunteer Coordinator and the Human Resource designee will decide to uphold or reverse the screening decision. The decision will be final concerning program eligibility.

The Board of County Commissioners reserves the right to make changes to the Volunteer Background Check Guidelines-Eligibility Criteria without notice whenever deemed necessary for the safety and protection of all citizens.

I certify that the above information is true to my knowledge and understand that it will be utilized to obtain a background screening check as a condition of volunteering with the Escambia County Board of Commissioners.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



## BACKGROUND INFORMATION

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

Other Names/Alias \_\_\_\_\_

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

Social Security\* # CONTACT HR TO PROVIDE Date of Birth\* \_\_\_\_\_ Driver's License # \_\_\_\_\_ State of Driver's License \_\_\_\_\_

\_\_\_\_\_  
Present Address City/State/Zip \_\_\_\_\_ Date Range at Address \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

\_\_\_\_\_  
Previous Address City/State/Zip \_\_\_\_\_ Date Range at Address \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

\_\_\_\_\_  
Previous Address City/State/Zip \_\_\_\_\_ Date Range at Address \_\_\_\_\_ to \_\_\_\_\_  
(Month/Year) (Month/Year)

All information provided will be kept strictly confidential.

\*This information will be used for background screening purposes only and will not be used as hiring criteria.

## CLIENT ORDER AUTHORIZATION & REQUEST

Company Name Escambia County Board of County Commissioners Company Contact Stephanie Morfeld

Services Requested:

☐ Nationwide Criminal Background ☐ Federal Criminal Background ☐ Statewide Criminal Background (List States: \_\_\_\_\_)  
☐ Credit Check ☐ Motor Vehicle Report (MVR) ☐ Skills Test (Type: \_\_\_\_\_)  
☐ Other \_\_\_\_\_

Result Transmission Method: ☐ Fax \_\_\_\_\_ ☒ Email skmorfeld@myescambia.com

Client Signature Stephanie Morfeld Date \_\_\_\_\_



## **ACKNOWLEDGEMENT AND AUTHORIZATION FOR BACKGROUND CHECK**

I acknowledge receipt of the separate document entitled 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 Blue Arbor at any time after receipt of this authorization and throughout my employment, as allowable by applicable law. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Asurint, P.O. Box 14730, Cleveland, OH 44114, 800.906.2034, <https://www.asurint.com/privacy-policy>** and/or Blue Arbor. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original and I agree to receive any notices, relating to my background check, electronically.

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

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



## **DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

Blue Arbor ("the Company") may obtain information about you from a third party consumer reporting agency in connection with your employment or application for employment (including independent contractor or volunteer assignments, as applicable). Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report", as defined below in Section 603. Definitions; rules of construction of the FCRA:

"(d) Consumer Report.

(1) *In general.* The term "consumer report" means any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's 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 the consumer's eligibility for

(A) credit or insurance to be used primarily for personal, family, or household purposes;

(B) employment purposes; or

(C) any other purpose authorized under section 604 [§ 1681 b].

(e) The term "investigative consumer report" means a consumer report or portion thereof in which information on a consumer's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the consumer reported on or with others with whom he is acquainted or who may have knowledge concerning any such items of information. However, such information shall not include specific factual information on a consumer's credit record obtained directly from a creditor of the consumer or from a consumer reporting agency when such information was obtained directly from a creditor of the consumer or from the consumer."

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, or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and to request disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history or verification. These searches will be conducted by **Asurint, P.O. Box 14730, Cleveland, OH 44144, (800) 906.2034, [www.asurint.com](http://www.asurint.com)** and/or Blue Arbor.

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



*Para información en español, 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 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 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](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 1-888-5-OPTOUT (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](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:**

**Signature:**

**Date:**

TYPE OF BUSINESS:	CONTACT:
<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. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. 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 Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 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 the 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 the 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, S.W., Suite 8200 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>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>