



Volunteer Application

Return to: Kacey Harbison

kacey@movinginthespirit.org

Fax: 404-624-5299

Mail: PO Box 17628 Atlanta, GA 30316

Deliver: 750 Glenwood Avenue Atlanta

Name _____

Social Security # _____ Date Of Birth _____

Home Phone () _____ Work Phone () _____

Cell Phone () _____ E-mail _____

Address: _____ City _____ ST _____ ZIP _____

How long have you lived in this community: _____ years _____ months

If you have lived at your current address less than three years, please give your previous address:

Address: _____ City _____ ST _____ ZIP _____

Address: _____ City _____ ST _____ ZIP _____

Address: _____ City _____ ST _____ ZIP _____

Address: _____ City _____ ST _____ ZIP _____

Driver's License Number & State: _____

Car Insurance Carrier _____ Phone Number _____

Emergency Contact _____ Phone () _____

Present Employer _____ Type of Work/Title _____

Dates of Present Employment From _____ To _____ Phone () _____

Previous Employer _____ Type of Work/Title _____

Dates of Previous Employment From _____ To _____ Phone () _____

High School _____ Dates _____ Level Completed _____

College _____ Dates _____ Level Completed _____

Technical School _____ Dates _____ Level Completed _____

Other Training _____ Dates _____

Have you ever been a volunteer or staff member at this organization? _____

If yes, which division? _____

In what position? _____ When? _____

Name of person who supervised you _____

Why do you want to volunteer? _____

Are there any special needs we should know about to help you carry out your volunteer position? _____

Hobbies, skills, and interests you are able to share: _____

Experience you have had working with children: _____

Availability: Monday _____ Tuesday _____
Wednesday _____ Thursday _____
Friday _____ Saturday _____
Sunday _____

I would like to help Moving in the Spirit in the following 3 areas (please number from 1 to 3, with 3 being the most important to you):

_____ Administrative	_____ Fundraising	_____ Media/Public Relations
_____ Marketing	_____ Dance	_____ Implementing Strategic Plan
_____ Cleaning	_____ Gardening	_____ Performances
_____ Tour Planning	_____ Transportation	

[A detailed explanation of these areas is located at the end of the application]

Volunteer Experience or Organizational Membership:

<u>Name of Organization and Location</u>	<u>Length of Time Affiliated with Organization</u>
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1) _____
2) _____

What is the best way to reach you? _____ E-mail _____ Phone _____

On a scale of 1-5 (5 being the highest), how much information do you want/need? _____

On a scale of 1-5 (5 being the highest), how often do you want/need to talk? _____

Please circle:

Have you ever been convicted of a criminal offense?	No	Yes
Have you ever been convicted of a crime involving bounced checks or stolen money?	No	Yes
Have you ever been convicted for use or sale of illegal drugs?	No	Yes
Do you presently hold a valid driver's license?	No	Yes
Have you ever been convicted of child neglect or abuse?	No	Yes
Has your driver's license ever been suspended or revoked?	No	Yes

List three character references not related to you who can verify your qualifications for this position. If you have previous experience as a volunteer, give one from that organization.

1) Name _____ E-Mail Address _____
Address _____ City, ST _____ ZIP _____
Telephone H () _____ W () _____ Relationship to Applicant _____

2) Name _____ E-Mail Address _____
Address _____ City, ST _____ ZIP _____
Telephone H () _____ W () _____ Relationship to Applicant _____

3) Name _____ E-Mail Address _____
Address _____ City, ST _____ ZIP _____
Telephone H () _____ W () _____ Relationship to Applicant _____

Please Initial to Indicate Authorization

_____ I hereby authorize the above references to release any information relative to me that may be necessary to determine my qualification for a volunteer position with Moving in the Spirit.

_____ I authorize and understand that the Moving in the Spirit may conduct an investigative check into my background, which may include review of sex offender registries, child abuse records, credit records, criminal history, and other investigative checks. I understand that, if appointed, my position is conditional upon Moving in the Spirit receiving no inappropriate information about my background. I hereby release and agree to hold harmless from liability any entity or person or organization that may provide such information, including the Organization and its employees.

_____ I certify that I have received a copy of a summary of my rights under the *Fair Credit Reporting Act (FCRA)*.

_____ I certify that all the information provided in this application is true and complete. I understand that falsification or omissions of any information may be cause for denial of appointment or dismissal if discovered at a later date.

_____ I understand that, regardless of previous volunteering/appointment, Moving in the Spirit is not obligated to appoint me to a volunteer position.

_____ I understand that prior to the expiration of my term, if appointed, I am subject to suspension and removal by Moving in the Spirit at any time.

_____ I am acquainted with and subscribe to the principles of Moving in the Spirit.

_____ I understand that training is required for any position, and I will participate in this training as it is offered.

Signature _____ Date _____

EEO Statement: *It is the policy of Moving in the Spirit that all persons shall have equal opportunity and access to its programs and facilities without regard to race, color, sex, religion, national origin, age, marital status, parental status, sexual orientation, or disability.*

To Be Completed By the Organization

Interviewed by _____ Date _____

Division _____ Supervisor _____

Appointed Position _____ Date _____

Volunteer Conduct Standards

These standards shall be conveyed verbally and in writing by organization staff to volunteers.

Volunteers shall not:

- Have any inappropriate contact with any client of the organization met through their volunteer opportunities.
- Be in contact with any client of the organization without the prior knowledge or consent of the organization's staff.

Exceptions include routine business activity.

Some examples of inappropriate conduct include:

- Violations of state or federal laws regarding child abuse, substance abuse, or other conduct.
- Use of profanity or other inappropriate or harassing language in the course of volunteering.
- Physical contact with a client or other conduct that is inappropriate to the volunteer relationship.

These are examples only and are not intended to be a comprehensive list. Other actions not specifically listed herein may result in suspension or dismissal as a volunteer.

An allegation that a volunteer has violated these standards will result in temporary suspension as a volunteer, pending an appropriate investigation. If the organization determines that a violation occurred, it will immediately and permanently dismiss the volunteer.

I have received a copy of the Volunteer Conduct Standards and have read, understood, and agreed to abide by these standards.

Signature: _____

Name (print): _____

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. 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 your 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 the 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.