YAVAPAI COUNTY COMMUNITY COLLEGE, 1100 E Sheldon St, Prescott,

AZ VOLUNTEER SERVICE STATEMENT & AGREEMENT

Caution: This is a release of legal rights. Read and understand it before signing.

I,_____, make this Statement and Agreement in order to provide, and to be authorized to perform, the following uncompensated services to YAVAPAI COLLEGE, a college in the Yavapai County Community College District.

I_____, will be volunteering from_____to_____for the following services:

The department or official with official oversight authority of the work is:

In consideration of the opportunity afforded to me to perform the above referenced volunteer services, I hereby agree as follows:

1. That I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required.

2. That I have acquainted myself with what is required to perform those tasks and represent that I have the skill and ability to perform them.

3. That I am not an employee of Yavapai College and that no medical insurance benefits are provided to me.

4. That I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the College, and will honor the direction of the College Officials to suspend or terminate service.

I have read and understand this Volunteer Service Statement and Agreement and I sign it of my own free will.

---------- Date _____

Volunteer Signature

VOLUNTEER FORM

Yavapai COLLEGE

Form to be completed once duties to be performed have been explained, and Volunteer has agreed to accept Volunteer assignment. Section I and II to be completed by Volunteer, Section III to be completed by Supervisor.

SECTION I – VOLUNTEER INFORMATION (ALL FIELDS ARE REQUIRED)

Last Name:_____ First Name:_____ MI:_____

Other Names Used (including maiden name):_____

Address (Mailing):_____
Street City State Zip

Address (Physical Address): _____
Street City State Zip

Phone:_____ Email:_____

SS#:_____ Date of Birth:_____ Y#: _____ (if applicable)

SECTION II – EMERGENCY CONTACT INFORMATION

NAME:_____ PHONE NUMBER: _____

NAME:_____ PHONE NUMBER: _____

SECTION III – DEPARTMENT INFORMATION

DEPARTMENT/DIVISION:_____

DUTIES TO BE PERFORMED:_____

SUPERVISOR:_____ WORK PHONE: _____

START DATE:_____ END DATE: _____

SECTION IV – STATEMENT OF UNDERSTANDING Reference Policy 2.30 College Volunteers

- SERVICE AS A VOLUNTEER DOES NOT PROVIDE ANY RIGHT FOR FUTURE EMPLOYMENT AND/OR SUBSEQUENT COMPENSATION
- I UNDERSTAND THE NATURE OF THE WORK TO BE PERFORMED AND THAT THE COLLEGE PROVIDES NO COMPENSATION OR EMPLOYEE BENEFITS, EXCEPT WORKER'S COMPENSATION, FOR SERVICE AS A VOLUNTEER
- MY ASSIGNMENT IS "AT WILL" AND MAY BE TERMINATED WITHOUT CAUSE OR A STATEMENT OF REASONS AT ANY TIME AND WITHOUT PRIOR NOTICE BY ME OR MY SUPERVISOR OR OTHER COLLEGE ADMINISTRATOR
- I HEREBY AUTHORIZE YAVAPAI COLLEGE TO INVESTIGATE MY BACKGROUND RELATED TO ELIGIBILITY AND SUITABILITY FOR THIS VOLUNTEER POSITION (BACKGROUND CHECK DISCLOSURE FORM REQUIRED)

VOLUNTEER SIGNATURE:_____ **DATE:**_____

SUPERVISOR SIGNATURE:_____ **DATE:** _____

HUMAN RESOURCES SIGNATURE:_____ **DATE:**_____

DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN BACKGROUND SCREENING FOR EMPLOYMENT AND VOLUNTEER PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for employment or volunteering and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Yavapai College may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as Sentry Link, A-Check America, Inc. , etc. For explanation purposes: A "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your 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 making an employment or volunteer related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records. An "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA"). Under the FCRA, before Yavapai College can obtain a consumer report or investigative consumer report for employment or volunteer purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize Yavapai College to obtain and rely upon consumer reports or investigative consumer reports in considering me for volunteer opportunities or employment. By my signature below, I authorize Yavapai College to obtain any such reports and to share the information received with any person involved in the volunteer opportunity or employment decision making process. I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested on behalf of Yavapai College. I am aware of the right to make a request to the appropriate consumer reporting agency upon proper identification, the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports which the consumer reporting agency has previously furnished within the two year period preceding my request. I certify that all of elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment or volunteering and/or my discharge after employment or volunteering. I hereby authorize Yavapai College to investigate my background, references, employment record and other matters related to my eligibility, qualifications and suitability for employment and volunteer opportunities. This may include a criminal background check and a check on my driving record. I also authorize my former employers or any third party to disclose to YC all reports and other information related to my eligibility, qualifications and suitability for employment, personal or otherwise, without giving me prior notice of such disclosure.

_____ _____

Volunteer Signature **Date**