

**VOLUNTEER INFORMATION SHEET**

DATE: \_\_\_\_\_ SS#: \_\_\_\_\_

NAME: \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_  
(first) (middle) (last) month/ day/year

MAILING ADDRESS: \_\_\_\_\_  
(Street or Box #) (City) (State) (Zip)

PHONE NUMBER: \_\_\_\_\_ BUSINESS: \_\_\_\_\_ OTHER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ EDUCATIONAL BACKGROUND: \_\_\_\_\_  
\_\_\_\_\_

SPECIAL SKILLS: \_\_\_\_\_

VOLUNTEER EXPERIENCES: \_\_\_\_\_

LANGUAGES YOU SPEAK: ENGLISH \_\_\_ SPANISH \_\_\_ OTHER \_\_\_ SPECIFY \_\_\_\_\_

DO YOU HAVE YOUR OWN TRANSPORTATION? YES \_\_\_ NO \_\_\_

DRIVERS LICENSE: STATE \_\_\_\_\_ AUTO AND LIABILITY INSURANCE: YES \_\_\_ NO \_\_\_

WOULD YO BE WILLING TO PROVIDE TRANSPORTATION FOR PARTICIPANTS? YES \_\_\_ NO \_\_\_

HOW MANY HOURS PER WEEK WOULD YO BE WILLING TO COMMIT TO THIS AGENCY? \_\_\_\_\_

TIMES AVAILABLE TO VOLUNTEER:

WEEKDAYS: \_\_\_\_\_ TIME: \_\_\_\_\_

WEEKNIGHTS: \_\_\_\_\_ TIME: \_\_\_\_\_

WEEKENDS: \_\_\_\_\_ TIME: \_\_\_\_\_

PLEASE INDICATE YOUR AREAS OF INTEREST:

\_\_\_ ELDER ADVOCATE \_\_\_ CLERICAL/OFFICE \_\_\_ PUBLIC SPEAKING

\_\_\_ TRANSPORTATION \_\_\_ FUNDRAISING \_\_\_ NEWSLETTER

\_\_\_ PICK UP DONATIONS \_\_\_ GRANT WRITING \_\_\_ OTHER (\_\_\_\_\_)

WHAT SPECIAL CONCERNS, IF ANY, DO YOU HAVE ABOUT WORKING WITH ELDERS? \_\_\_\_\_

\_\_\_\_\_

PLEASE EXPLAIN ANY SPECIAL TIME REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_

WHAT DO YOU HOPE TO GAIN FROM WORKING WITH THIS ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_

REFERENCES: LIST 3 PEOPLE, OTHER THAN RELATIVES, WHO HAVE KNOWN YOU FOR ONE YEAR

NAME	ADDRESS	BUSINESS	PHONE	YEARS ACQUAINTED

DATE: \_\_\_\_\_ VOLUNTEER/APPLICANT SIGNATURE: \_\_\_\_\_

SPECIAL NOTE TO VOLUNTEERS:

VOLUNTEERS ARE A VITAL PART OF THIS ORGANIZATION. WE WELCOME ANY IDEAS OR SUGGESTIONS YOU MAY HAVE AND WE WELCOME THE OPPORTUNITY TO WORK WITH YOU AND ANSWER ANY OF YOUR QUESTIONS. PLEASE FEEL FREE TO CALL ON OUR STAFF IF YOU NEED ANY ASSISTANCE. TOGETHER WE CAN MAKE A DIFFERENCE!!!

**WELCOME TO AMIGOS DEL VALLE, INC.**

RULES AND REGULATIONS FOR VOLUNTEERS/AARP/WORKFORCE/TDHS/  
TEMP. AGENCY /COMMUNITY SERVICE

1. Follow and adhere to all safety rules posted, discussed at meetings.
2. Refrain from any unsafe acts that might endanger self or fellow employees.
3. Use all required protective equipment.
4. Report any unsafe situation or act to supervisor immediately.
5. Assume share of responsibility for thoughtless or deliberate acts that cause injury to self or fellow employees.
6. Report all injuries sustained immediately and fill out injury report.
7. Use all precautions when lifting.
8. Do not stand on chairs, shelves, tables, boxes, etc. to reach high areas.  
Be responsible for your own safety and use care to avoid injury to other workers.
9. Will report to work on timely manner and call in at 8:05 if sick and unable to work.
10. Follow dress code no short shirts, shorts, sandals or open toe shoes are permitted.
11. Be respectful at all times.
12. This is a drug-free work place, no drugs, firearms or any kind of knives will be permitted. (NO SMOKING AND ALCHOLIC BEVERAGES ALLOWED IN THE PREMISES).
13. Students will be allowed to leave site for lunch only, not on breaks.
14. Do not use cellular phones or office phones during working hours. Only  
Emergency calls are permitted.
15. Under no circumstances will you borrow money or have a romantic relationship with any agency participant or tenant. Solicitation of donations form any participant must be approved by Department Direct.

I HAVE RECEIVED A COPY OF THE RULES AND REGULATIONS AND FULLY UNDERSTAND THEM.

\_\_\_\_\_  
VOLUNTEER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LOCATION

# AMIGOS DEL VALLE, INC.

## DISCLOSURE AND AUTHORIZATION FOR RELEASE OF INFORMATION FOR VOLUNTEERS/AARP/WORKFORCE/TEMP. AGENCY

As part of our procedures for your rendering of services to this agency, we may contact all listed prior/current employers to verify your employment history. It may also include, but not be limited to, criminal history report and driving records. Before we can seek such reports, we must have your written permission to obtain the information.

### AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

I hereby authorize and permit Amigos Del Valle, Inc. to obtain criminal history reports and driving history records which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, and drug testing.

I hereby authorize Amigos Del Valle, Inc. to obtain information set forth above, as part of its investigation of my volunteer application. This authorization shall remain in effect over the course of my services rendered to the agency. Reports may be ordered periodically during my course of my services.

Full Name \_\_\_\_\_  
(please print clearly)

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

I \_\_\_\_\_, have received a copy of the  
Summary of Rights Under the Fair Credit Reporting Act.

\_\_\_\_\_  
Applicant 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 the 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 identify 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 1–888–567–8688.
- **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:**

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 NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA 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 Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>

3. Air Carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, D.C. 20416
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8 <sup>th</sup> Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357