

AUTHORIZATION AND RELEASE – VOLUNTEER SERVICES BACKGROUND CHECK

In connection with your wish to provide volunteer services with the City of Hutchinson (City), the City requires and periodically conducts background checks to verify the accuracy of information submitted by me during the application process and continued suitability for volunteer service within the City. Depending on the nature of the volunteer service, the background check may include collecting information about criminal convictions; driving records; civil court records; and any other information that may be needed by the City to assess suitability for volunteer services.

I authorize the City and its authorized employees or agents to investigate my background and to investigate the accuracy and truthfulness of all information submitted by me during the volunteer application process. I authorize all persons involved in the background process to discuss and review the results of any information or documents obtained during any such investigation. I further authorize all person, businesses, current and former employers and supervisors, education institutions, law enforcement agencies motor vehicle departments, courts, personal references, and/or other persons or entities contacted by the City to release to the City any and all information or records they may have concerning me, my background and/or my suitability for volunteer service within the City.

By signing below, I release and hold harmless each person, employer, agency, business and organization or other entity who or which provides information or records to the City pursuant to this Authorization and Release form and against any and all claims, liability or damages related to providing or releasing information to the City. I further release and old harmless the City and its elected officials, officers, employees and agents from and against any and all claims, liability or damages related to any use or disclosure by the City of any information or records obtain by reason of the background check conducted by the City for purposes related to consideration of my desire to provide volunteer services with the County.

I have carefully read and understand this Authorization and Release and voluntarily agree to its terms to assist the City in conducting a thorough check of my background for the purposes related to consideration of my wish to provide volunteer services with the City. I further understand that the background check requires my full name, date of birth, previous addresses and Social Security Number.

A photocopy or facsimile of this Authorization and Release shall be considered valid as though it were an original and may be relied on to provide or release information or records to the City. All information and documents acquired by the City in conducting its background check will be maintained as confidential by the City and will not be released by the City to me or to others except as may be required under the Fair Credit Reporting Act (FCRA), if applicable, or other applicable laws.

Full Name: (Last, First Middle) _____

Other names Used: _____ Date of Birth: _____

Social Security Number _____ Driver’s License Number: _____ State Issued: _____

Current Address (Street, City, State, Zip) _____

Phone: _____ Email Address: _____

Former Address(s) (Up to 7 years):

Street: _____ City, State, Zip _____ Dates: _____

Street: _____ City, State, Zip _____ Dates: _____

Street: _____ City, State, Zip _____ Dates: _____

By my signature below, I hereby acknowledge the information outlines above and I also authorize the City of Hutchinson to obtain such records. **(If a minor (under age 18), signature must be accompanied by parent’s or legal guardian’s signature.)**

Signature: _____ Date Signed _____

Parent’s or Legal Guardian’s Signature (if required): _____ Date Signed _____

Criminal History Disclosure

At the time of your submission of this Application for Volunteering, a background search will be conducted by the City of Hutchinson to determine your suitability. It is important that you truthfully and thoroughly answer all questions contained in this Application for Volunteering, specifically related to criminal conduct, included traffic related activity. The disclosure of criminal conduct on this application will not necessarily result in your rejection for volunteering but will thoroughly be examined based on severity of the activity, frequency, nature of the volunteer position and other factors relative to the situation.

1. Have you ever been convicted of, pled guilty to, or pled no contest to a crime or misdemeanor, including traffic violations? Yes _____ No _____
a: If yes, for each instance, state the date, location, crime, penalty, and circumstances. (Note: You are not obligated to discuss sealed or expunged records of conviction.) The existence of a criminal record will not automatically disqualify you from the volunteer position for which you are applying. Failure to properly disclose information will result in disqualification.

2. Are you or have you ever been registered as a sex offender with any federal, state or local government agency, including a public web site? Yes _____ No _____

3. Are you applying to drive the train as a volunteer? Yes _____ No _____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentation made by me on this application may result in my immediate dismissal.

Name (Printed) _____ Signature _____

Date: _____

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability. **The Hutchinson Zoo does not accept volunteers that require court ordered community service. All volunteer opportunities are contingent upon satisfactory evaluation of the results of a background check.**

*Please note that the minimum age to volunteer in most positions is 12 years old. Children ages 12-15 may only volunteer **WITH** an adult over the age of 18. Volunteers may be allowed to volunteer without an adult beginning at the age of 16, provided that they demonstrate mature behavior. Selected summer opportunities may be available for younger teens depending on staff availability and the volunteer's responsibility level.*

Thank you for completing this application form and for your interest in volunteering with us.