

## Volunteer Application Form

And consent for criminal background history check authorization/waiver

To be completed by Extension program volunteers (ENP, BLT, etc.) and Master Volunteers only.

Please print:

1. APPLICANT'S FULL, LEGAL NAME \_\_\_\_\_

2. COUNTY \_\_\_\_\_

3. ADDRESS \_\_\_\_\_

4. CITY \_\_\_\_\_

ZIP \_\_\_\_\_

5. FIRST 5 DIGITS OF SOCIAL SECURITY NUMBER \_\_\_\_\_

6. DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

7. DRIVER'S LICENSE NUMBER (optional) \_\_\_\_\_

8. GENDER (*circle one*) Male / Female

9. Are you of Hispanic ethnicity? Yes / No

10. VOLUNTEER PROGRAM AREA \_\_\_\_\_

RACE (*circle one*) White / Black / Asian / American Indian

Alaskan Native / Native Hawaiian / Pacific Islander

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### Previously Screened

11. I verify that I have been previously screened including a criminal background check and PASSED.  Yes  No

If yes, by who? \_\_\_\_\_

When (Year): \_\_\_\_\_

For what purpose? \_\_\_\_\_

Did you pass? If not, what restrictions were imposed? \_\_\_\_\_

**Please sign at the bottom of the form.**

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12. I hereby authorize VERIFYI and/or its Service Provider and the Texas AgriLife Extension Service to request and receive any and all background information about or concerning me, including, but not limited to, my Criminal History, Credit History including a consumer report under the Fair Credit Reporting Act, 15 U.S.C. 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers. I authorize the Texas AgriLife Extension Service or any of its components to make reference checks relating to my volunteer service. I understand that this information will be used to determine my eligibility as a volunteer/employee with the Texas AgriLife Extension Service. This request is for criminal history only. No credit report will be requested or obtained.

The criminal history, as received from the reporting agencies, may include arrest and conviction data, as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge VERIFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization and/or procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VERIFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

13. Date \_\_\_\_\_

14. Applicant's Signature \_\_\_\_\_

# Volunteer Application Form Instructions

1. Applicant's Printed Name – Complete with first name, middle name and last name.
2. County – Complete with the county name in which you are applying to be a volunteer.
- 3/4. Address – Complete with your current mailing address, city and zip code.
5. Social Security Number – Complete with at least the **first five** digits of the social security number. The social security number is an individual descriptor that enables the system to complete a national criminal search of 47 jurisdictions.
6. Date of Birth – Complete with the month, day and year of birth.
7. Driver's License Number – Complete with current driver's license number and state. Although optional, this helps affirm your identity during a background check.
8. Gender – Complete by circling one of the options.
9. Race – Complete the race and ethnicity section by circling the answers that apply. This field is optional; however, it is very important in confirming accurate identity.
10. Volunteer Program Area – Complete with the program area you are volunteering for (e.g., Better Living for Texans, Expanded Nutrition Program, Master Gardener, Master Naturalist, Master Wellness Volunteer).  
*\*4-H volunteers should complete the Texas 4-H Adult Volunteer Application (4-H 2-1.056)*
11. Previously Screened – Texas AgriLife Extension Service will accept prior screenings conducted within the past three years from other entities. The approved list of prior screenings either as an employee or volunteer include: school districts, churches, youth groups/associations (Little League, sports associations, etc.), youth agencies/organizations (Big Brother/Big Sister, Boy Scouts, Girl Scouts, after school/extended care programs), law enforcement (county, state or federal/prison system), Texas Youth Commission, Department of Defense – Child and Youth Services, Department of Defense – Family Programs, concealed handgun license; and/or licensed childcare workers.  
*\* The minimum requirement is a criminal background check conducted through DPS or a National Criminal Search entity.\**  
*\*\* Other sources may be considered based on documentation provided with screening criteria and specifics.\*\**  
*\*\*\* Documentation is required for screenings from other entities. This could include a letter of acceptance from the employer or volunteer group, or a letter written from the screening entity to the Texas AgriLife Extension Service stating you have been screened and tested.*
12. Authorization Statement – State agencies screening volunteers are required by legislation to use the Volunteer Center of North Texas. The Volunteer Center contracts with VeriFYI. VeriFYI is a background verification software system that accesses multi-jurisdiction checks utilizing one of the largest private-sector criminal history databases in the nation (180 million records). All information received is held in confidence and not shared at the county level. Criminal record results are shredded when a volunteer's status is determined.
13. Date Completed
14. Applicant's Signature