## **Background Checks for Volunteers and Contract Instructors**

In an effort for potential volunteers and instructors to provide their Social Security Number for background checks in a secure environment, the City of Allen has put into place an option that will allow you to personally enter your own Social Security Number into the database that will run your Background Check. Here is how it works:

- 1. Complete the Background Check Forms, excluding your Social Security Number.
- 2. Contact the City of Allen Human Resources Manager, at 214-509-4676. You may make a personal appointment to go to City Hall where you will be allowed to enter your own SSN directly into the database that will run your Background Check.
- 3. Once the information has been entered and "sent", any report that the City receives back regarding the status of your Background Check will ONLY show the last 4 digits of your SSN.

Example: XXX-XX-1234

4. You will be notified by the ASRC Volunteer Coordinator of the result of your Background Check.

If you prefer, you may put your forms in a sealed envelope and hand deliver to the ASRC Volunteer Coordinator. This will go directly to Human Resources.

January 2013



## VOLUNTEER CONSENT/RELEASE FORM

Applicant's Printed Name:  Applicant Current Address:		
Date of Birth:	Social Security N	Number:
Driver's License Number:		State:
Signature:		Date:
In connection with my applicate understand that inquiries will be and other related matters. According concerns, including (but not limit entities, to release any and all entity concerning my personal his	e made concerning my ordingly, I hereby author ted to) consumer repor information maintained	criminal, driving records rize all public and private ting agencies and similar
In consideration of the City of application for volunteering, I he agents, executors, administrators. City's and all affiliated entities for causes of action pertaining to capplication for volunteering and made into my personal history, employers from all liability arising pertaining to my personal history.	ereby, and by these properties and assigns, release a rom all claims, demand or arising out of the Columbia, so long as not a release and foreign out of disclosure to	retenses do for my heirs, and forever discharge the ds, damages, actions and ity's consideration of my malicious, of all inquiries ever discharge all former
If volunteer is less than consent/release below is req	-	
I,, t person, do hereby authorize the child for the purpose of voluntee		
Print Parent/Guardian Name:		Date:
Parent/Guardian Signature:		

## CITY OF ALLEN VOLUNTEER RELEASE

Volunteer's Name:	
Address:	
Date:	

For good and valuable consideration including the privilege of serving as a volunteer for the City of Allen, Texas, the undersigned volunteer for and on behalf of the above named volunteer, the volunteer's heirs, executors, and assigns (collectively referred to as the "Undersigned Volunteer") does hereby release, indemnify and hold harmless the City of Allen, Texas its officers, agents, employees, contractors, third party representatives and invitees (collectively referred to as "Allen") from any and all claims, damages, causes of action of any kind whatsoever, statutory or otherwise, for personal injury, including death, property damage and lawsuits and judgments, including court costs, expenses and attorneys fees, and all other expenses that the Undersigned Volunteer has, or might have, known, or unknown, now existing or that might arise hereafter, directly or indirectly from the Undersigned Volunteer participation as a volunteer for Allen, and from any direction or instruction by Allen personnel during periods of volunteer service and from any acts or omissions by any third parties.

The Undersigned Volunteer understands that the volunteer service activities may occur outdoors and include strenuous activities. By signing this, Undersigned Volunteer states that he/she is in physical condition to perform the Volunteer tasks. The Undersigned Volunteer acknowledges and agrees to serve on a voluntary basis and not as an employee, contractor, or agent of Allen. The Undersigned Volunteer agrees to observe and display a proper attitude at all times, and will make all reasonable effort to ensure to represent Allen in an appropriate manner. The Undersigned Volunteer understands and acknowledges the limitations of a volunteer position and agrees to forward all issues the Undersigned Volunteer encounters outside those limitations to the appropriate Allen personnel for attention. As a volunteer, the Undersigned Volunteer understands that such service is without benefits or compensation. The Undersigned Volunteer also acknowledges and agrees that participation as a volunteer may be terminated at any time by Allen personnel.

The Undersigned Volunteer understands that the privilege of serving as a volunteer for Allen shall be under the direction and control of Allen personnel and agrees to strictly comply with all Allen rules, directives and regulations written or otherwise including any personal direction from Allen personnel during any time the Undersigned Volunteer is serving as a volunteer for Allen. The Undersigned Volunteer agrees to assume any and all risk associated with serving as a volunteer for Allen. By the Volunteer's signature below the Undersigned Volunteer acknowledges that the undersigned has read and understands the Allen rules, directives and regulations, and agrees to abide by them.