

# Volunteer Application

Form #1

## For Ogden City

Please take a moment to fill out this application for individual volunteers.  
Your information will *only* be used to coordinate volunteer efforts within Ogden City departments.

FULL NAME: \_\_\_\_\_ TEL #: (801) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Do you represent a *group* of volunteers? \_\_\_\_\_ If so, please fill out the GROUP application form #2.

*Thank you for your interest and willingness to serve your community!*

Please list the category of volunteer work that *interests* you? (For example with Children, Youth, Environment, Human Rights, Social Health or Community): \_\_\_\_\_

Place an X in the times where you are available for Volunteer projects:

ANYTIME	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings	<input type="checkbox"/>						
Afternoons	<input type="checkbox"/>						
Evenings	<input type="checkbox"/>						

Would you like to volunteer one time only OR on a regular basis? This ONCE; or \_\_\_\_\_ hours a week.

List the *Activity* types that you would be interested in doing: \_\_\_\_\_

Do you like working more with People or the Community/Environment?

From the list below, **circle** the *Skills* that you have: (please specify by writing an example of what you did)

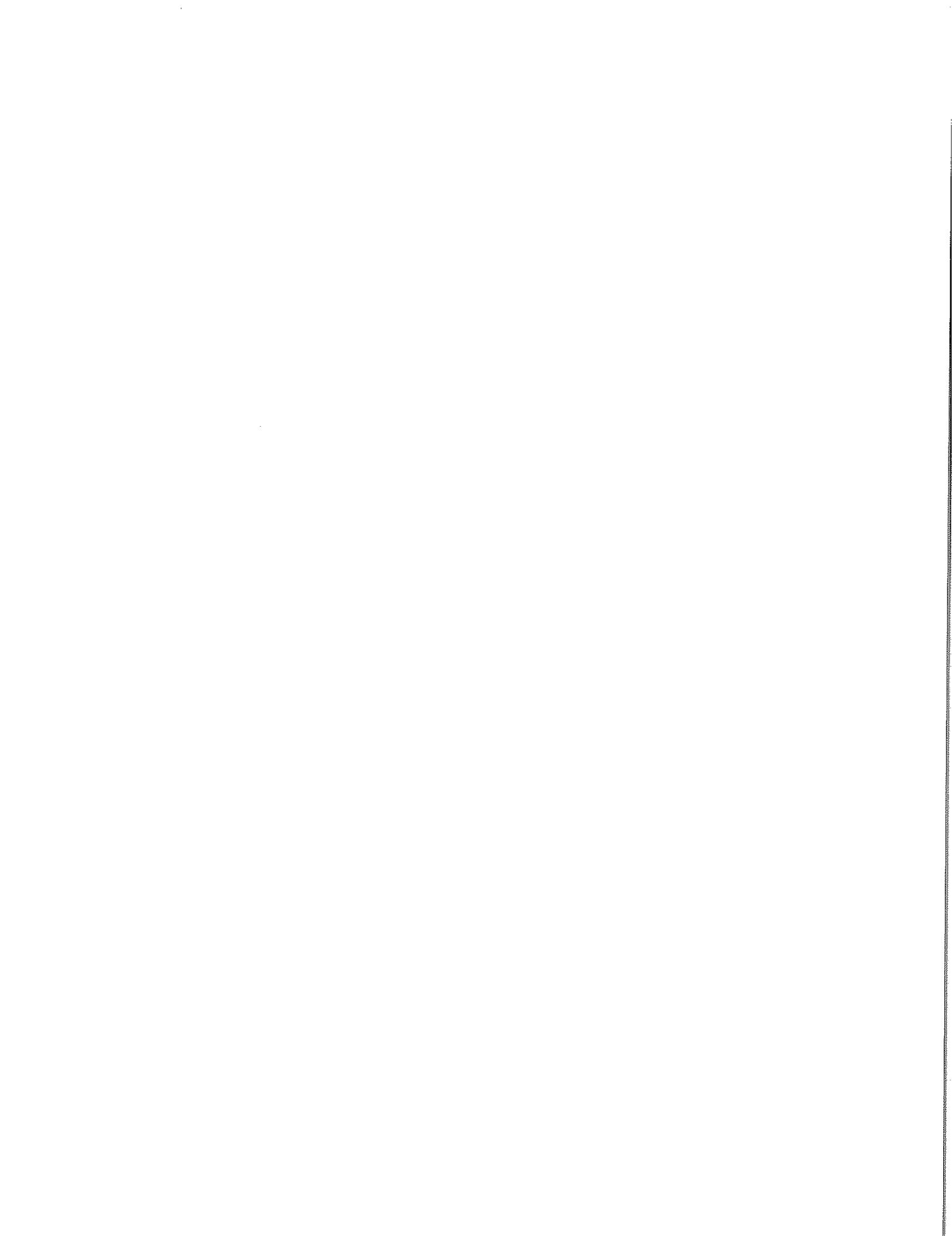
Arts & Culture	Education	Leadership
Clerical	Emergency / Disaster	Professional
Communications	Health / Medical	Sports / Recreation
Crafts	Human Services	Trade / Technical
Domestic	Languages	

Example: \_\_\_\_\_

How did you hear about our Volunteer Program? \_\_\_\_\_

*Thank you for your time filling out this form. Please make sure your name and telephone number is on this sheet when you return it to Ogden City Personnel\*. You may obtain a list of department volunteer representatives for your records. Your volunteer efforts are appreciated. Ogden City thanks YOU!*

\* Ogden City Corporation, Personnel Department, 2549 Washington Blvd., Ste 220 or FAX to Leslie at # (801) 629-8735.



## **Ogden City Volunteer Program Volunteer Contract**

I, \_\_\_\_\_, agree to perform the volunteer duties, as specified on the attached Job Description, to the best of my ability and in a professional manner. I will appreciate constructive feedback. If problems arise such as scheduling, I will notify my supervisor or organization as soon as possible.

Volunteer Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

I agree to volunteer: Days of Week \_\_\_\_\_

Hours \_\_\_\_\_

Period of time from: \_\_\_\_\_ to \_\_\_\_\_

Job Description: \_\_\_\_\_

A volunteer, authorized by a Department Director or a Division Manager, shall be deemed an employee of Ogden City, only for the purpose of:

- A. Medical benefits as provided by Worker's Compensation for any compensable injury sustained while engaged in the performance of service;
- B. Properly licensed operation of City vehicles or equipment;
- C. Liability protection normally afforded salaried employees.

I agree to maintain the same standards of confidentiality regarding my duties that is expected of the paid staff.

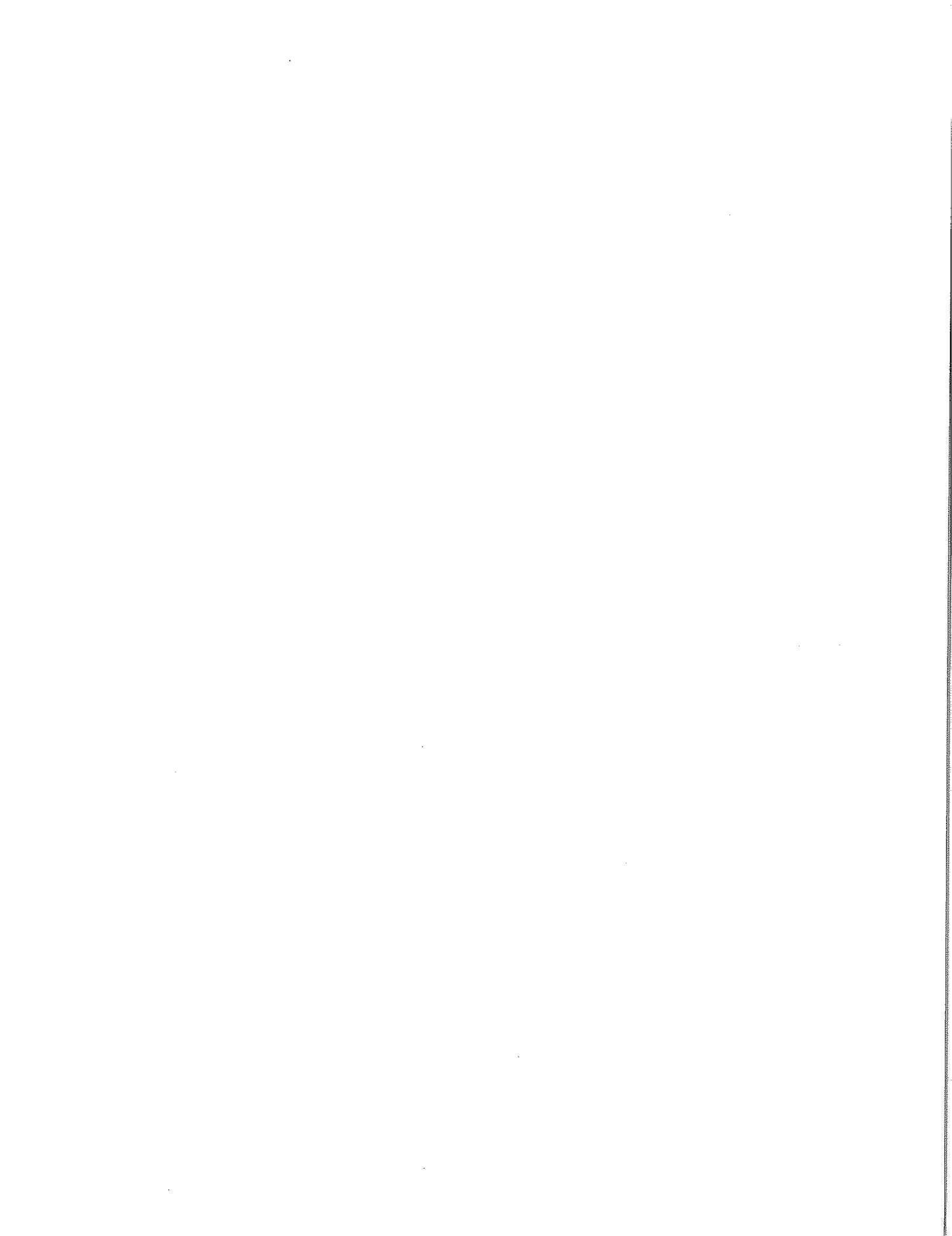
I/we hereby release Ogden City, its elected officials, offices, employees and agents, from any and all liability or obligation arising from, or in connection with the undersigned's Volunteer activities with Ogden City.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian  
(Required for Volunteers under 18)

\_\_\_\_\_  
Date





**Department of Management Services  
Human Resources Division**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

**Ogden Police Records Division:**

The above named individual is in the process of employment and/or volunteering for Ogden City.

A Criminal History Review needs to be conducted by the Ogden Police Records Division before HR can approve them for hire or to volunteer. Under the Right of Access Policy, the subject must appear in person and request a copy of their record. In order to complete the HR process, please waive the \$10 fee associated with the Right of Access Policy.

Please contact our office at 801-629-8730 with any questions or concerns.

Sincerely,

Ogden City Corporation  
Human Resources Division

---

**Employee/Volunteer Instructions:**

- Please take this form to the Ogden Police Department located at 2186 Lincoln Avenue, Ogden, UT 84401 to request a copy of your criminal history (if you don't have a criminal history, you will be given a letter stating no record).
- You must present valid photo identification. Accepted forms of identification are: driver's license, state identification card, military identification card, passport, alien registration card or any state or federal issued identification card.
- Return the record and/or letter in its entirety to the Human Resources Division located at 2549 Washington Boulevard, Suite 220.

Your file will be in a hold status until the criminal history record is returned to HR for review. If you fail to return the criminal history record by \_\_\_\_\_, one week from today's date, we will assume you have withdrawn your request for employment or volunteer work with Ogden City.

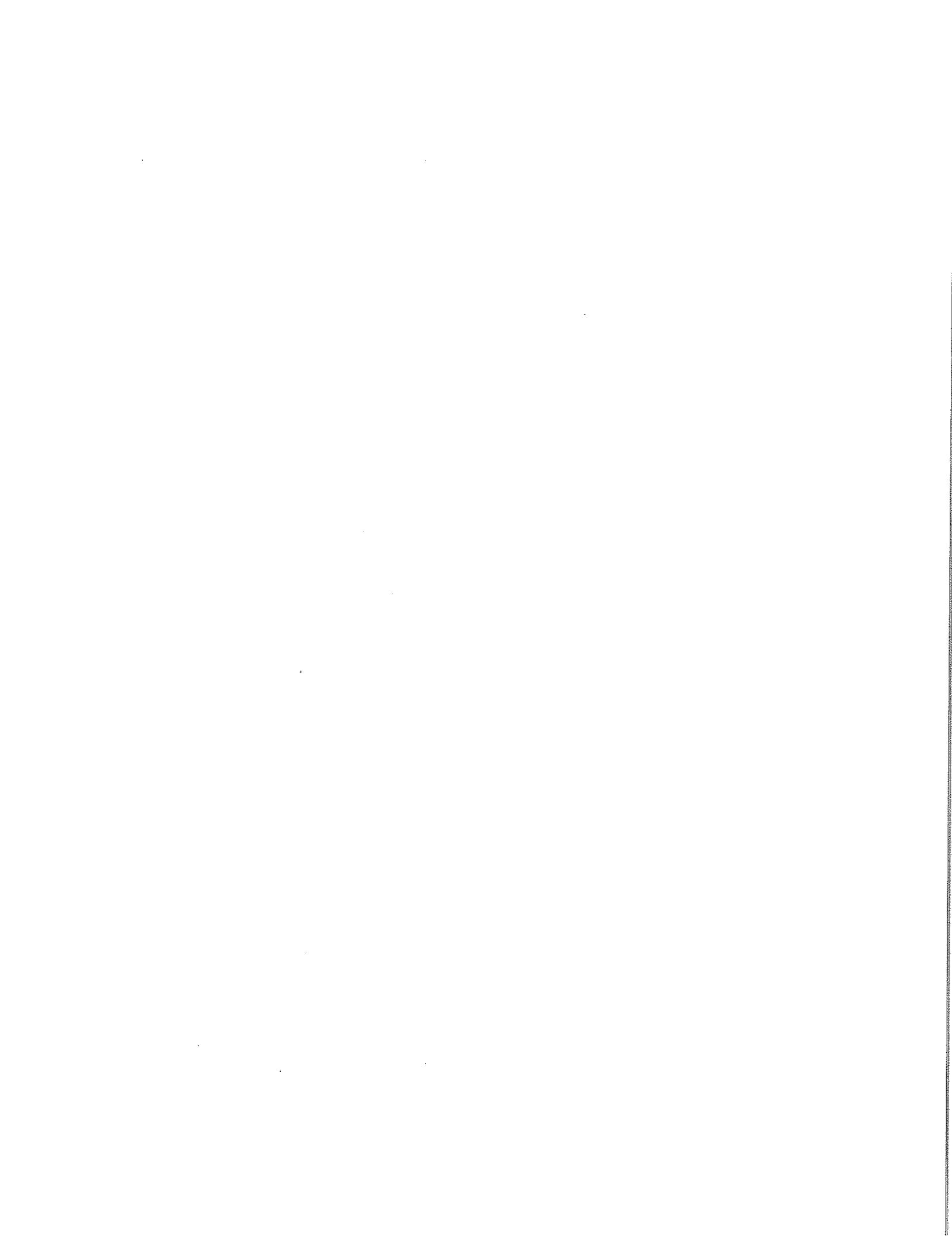
---

Name \_\_\_\_\_

Date \_\_\_\_\_

---

Signature \_\_\_\_\_





To ensure the accuracy of volunteer information, Ogden City has developed this form to make sure that our records have the most current information.

If you have any health considerations that you'd like us to be aware of in the event of an emergency, please contact Heidi Olmedo/HR X8737. This information will be kept in a confidential file separate from your employee record.

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle/Nick: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing (if different from above): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

**Secondary Emergency Contact:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_



*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 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 identity 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 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. 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 Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the 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, S.W., Suite 8200 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	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357