

**AUTHORIZATION TO CONDUCT
BACKGROUND/VOLUNTEER REFERENCE CHECK
WAIVER**

I hereby give the County of Kings ("County") the right to conduct a background/employment reference check. I understand that the background/reference check may include inquiry into my past employment, education and activities, including, but not limited to credit, criminal background information and driving record, and I release from all liability all persons, companies, schools, and corporations supplying such information. To the extent permitted by law, I indemnify you against any liability which might result from making such inquiry. Additionally, I agree that you may obtain an investigative consumer report, or other information, regarding me and may consult certain files which are available. I understand that, to the extent required by law, County of Kings will retain the results of this background/reference check and a copy of my application for employment. I understand that any false answers, statements, implications, or derogatory information made by me or which is revealed as a result of this background/reference check based on information supplied in any application for employment, or other required documents, may be considered sufficient cause for denial of employment or discharge.

I understand that you may contact my previous employers and I authorize those employers to disclose to you all records pertinent to my employment with them, including, but not limited to viewing my current and/or past personnel file(s). In addition to authorizing the release of any information regarding my employment, to the extent permitted by law, I hereby fully waive any rights or claims I have, or may have, against my former employers, their agents, employees, and representatives, as well as other individuals who release information to you, and release them from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

Additional Notice Regarding Consumer Reports and Investigative Consumer Reports

In the event that the County of Kings determines it necessary to obtain consumer reports and/or investigative consumer reports as part of the background check process, the following additional provisions shall apply:

Notice of Rights Under the Fair Credit Reporting Act (FCRA)

Disclosure of Rights

Pursuant to the Fair Credit Reporting Act (FCRA), 15 USCS § 1681 et seq., and applicable California laws, the County is required to provide notice of your rights regarding the procurement and use of consumer reports and investigative consumer reports for volunteer background checks.

Authorization and Consent

By signing this application, you authorize the County to obtain consumer reports and/or investigative consumer reports, which may include information regarding your credit history, criminal background, employment history, education, and other relevant

information. This authorization is provided in compliance with the FCRA and Cal Civ Code § 1786 et seq.

Summary of Rights

You are entitled to receive a copy of the “Summary of Your Rights Under the Fair Credit Reporting Act,” which outlines your rights, including but not limited to: (1) The right to be informed if information in your consumer report is used to take adverse action against you; (2) The right to request and obtain a free copy of your consumer report from the consumer reporting agency that provided the report, if adverse action is taken; (3) The right to dispute incomplete or inaccurate information in your consumer report; and (4) The right to place a security freeze or fraud alert on your credit file to protect against identity theft.

California-Specific Rights

In addition to the rights provided under the FCRA, California law provides you with the following rights: (1) The right to request a copy of the investigative consumer report obtained by the County, free of charge, within three (3) business days of the County receiving the report; (2) The right to know the name, address, and telephone number of the consumer reporting agency that prepared the report; and (3) The right to request a copy of the report directly from the consumer reporting agency.

Retention and Use of Information

The County will retain the results of any consumer or investigative consumer report obtained for the purposes of determining your eligibility for volunteer service only to the extent required by law. The County will take reasonable measures to protect the confidentiality and security of such information.

I have read and understand the above statement, advising me that a comprehensive background/reference check may be conducted, which may include inquiry into past employment, education and activities.

The County of Kings may make copies of this authorization available for those contacted.

VOLUNTEER APPLICATION

Thank you for your interest in volunteering. The information on this form will be used to help determine if you will be selected as a volunteer and what assignment will best fit your interest and background. Please complete all the questions, printing clearly, and sign the form before submitting it to the library.

Name_____

Address: _____ City_____

Phone Number _____

Email address_____

Age group (check one) ☐ 12-17 ☐ 18-25 ☐ 26-50 ☐ 60+

If still in school, please complete the following:

Grade_____ School_____

If you need verification of hours worked, please indicate

Name of school/program_____

Number of hours required_____ Date to be completed_____

Person to contact in case of emergency Name_____

Phone #_____

A background check is required for volunteer applicants 18 years of age and older.

Are you willing to submit a background check? ☐ Yes ☐ No

What motivates you to volunteer?

☐ Personal Satisfaction ☐ School/Church/Scouts ☐ Other

What skills or abilities do you have to bring to a volunteer position?

Type of volunteer position you are most interested in (check all that apply)

☐ Book Sale ☐ Working with teens ☐ Working with veterans
☐ Working with books ☐ Working at Special Events ☐ Fundraising
☐ Working with adults ☐ Working with children ☐ Working with local history

Are you available (check all that apply)

☐ Weekly ☐ Monthly ☐ Short-term projects ☐ Special events ☐ As needed

Library Location Preferences (select top 2 choices):

Avenal Branch 501 East Kings Ave. 93234	Corcoran Branch 1001- A Chittenden Ave. 93212
Hanford Branch 401 N. Douty St. 93230	Kettleman City Branch 104 Becky Pease St. 93230
Lemoore Branch 457 "C" St. 93245	Stratford Branch 20300 Main St. 93266

Schedule Preference: Most volunteer opportunities occur during Monday-Friday 9:00-6:00 work week. Indicate dates and times available. (Check all that apply)

☐ Weekday mornings (list days) _____
☐ Weekday afternoons (list days) _____
☐ Evenings for special events ☐ Weekends for special events

Summarize your previous volunteer experience

- I hereby certify that the information provided above is true and complete to the best of my knowledge.
- I understand I will not be paid as a volunteer.
- I understand I will serve as needed by the Kings County Library and my assignment may end at any time, with or without cause.
- I understand that my application may not be selected for volunteer service.

Applicant's Signature _____ Date _____

If volunteer is under the age of 18, Parent or Legal Guardian must sign below

Parent/Guardian Name (print) _____

Parent/Guardian Signature_____

FOR LIBRARY USE ONLY

Date received:

Attended orientation:

Background check:

Start date:

Assigned task:

Supervisor:

Assigned day & time: