



The Federal Fair Credit Reporting Act provides that anyone who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses shall be liable for the greater of actual damages or \$1000, plus punitive damages, court costs, attorney's fees and up to two years imprisonment.

### VOLUNTEER RELEASE ORDER FORM

In connection with my volunteer application, I understand that investigative background inquiries are to be made on me including criminal convictions, motor vehicle reports and other reports. These reports may include information as to my character, work habits, performance, education, workers compensation claims and experience along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to the YMCA of Metropolitan Denver obtaining the above information from Employment Screening Alliance. This authorization and consent shall be valid in original, fax or copy form.

I have the right to make a request of Employment Screening Alliance, upon proper identification and the payment of any authorized fees, for the information in its files on me at the time of my request. I further authorize ongoing procurement of the above mentioned reports at any time during my volunteering for the YMCA of Metropolitan Denver.

Volunteer Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE PRINT CLEARLY**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

SSN \_\_\_\_\_ Gender \_\_\_\_\_ Birth Date \_\_\_\_\_ Race \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_

Addresses for past 5-years:

Current Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ Years there: \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ Years there: \_\_\_\_\_ to \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ Years there: \_\_\_\_\_ to \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_ Years there: \_\_\_\_\_ to \_\_\_\_\_

**FOR YMCA USE ONLY**

Company **YMCA of Metropolitan Denver**

Office Manager Contact \_\_\_\_\_

Phone \_\_\_\_\_

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

In accordance with the Fair Credit Reporting Act, you must:

- Disclose to the applicant, in a separate document, that a consumer report may be obtained.
- Obtain written consent before ordering any reports.
- Advise the applicant of adverse information if used to deny employment, provide applicant with report and give them consumer rights.

Special Instructions: \_\_\_\_\_

Department \_\_\_\_\_

GL account to charge \_\_\_\_\_