

Volunteer Application

YMCA OF WESTERN STARK COUNTY

Thank you for considering the YMCA as a place to donate your time and talents. Volunteers are vital to our work, and we appreciate your willingness to help serve the kids, families, and adults in our community.

Because safety is one of our highest priorities, this application helps us match your skills and interests with appropriate volunteer opportunities while also supporting our abuse prevention efforts. The YMCA has zero tolerance for abuse or mistreatment and reserves the right to conduct background and reference checks on volunteers.

All volunteers are expected to follow YMCA policies, cooperate with any internal or external investigation, and sign and follow the YMCA Code of Conduct before beginning volunteer service. Failure to follow these requirements may result in dismissal from volunteer service and, when appropriate, cooperation with law enforcement.

Today's Date _____(Month/Day/Year)

Mr. Mrs. Miss Ms. Rev. Dr. Other

Name _____
(First) (Middle) (Last)

Home Address _____

City _____ State _____ Zip _____

Phone _____ Alternative _____

Email _____

How long have you been at this address? _____

Are you 18 years of age or over?

Yes No (If no, please have your parent or guardian sign the application, too.)

Are you a member of the YMCA? _____(Membership is not required)

Emergency contact

Name _____

Address _____

Phone _____

Interests

How did you learn about volunteer opportunities at the YMCA? _____

Why would you like to volunteer? _____

Have you heard about any particular volunteer opportunities that interest you? _____

Would you like to talk to someone further about what kinds of volunteer opportunities might match your skills, talents, and interests? _____

Are there any particular skills, talents, or interests you'd like to share? _____

What other organizations have you volunteered for, if any? _____

Education

Note: Formal education is not required to be a volunteer. We welcome experience of all kinds!

	Name and location	Course of study	Start and end dates	Did you graduate?	Degree or diploma
High School					
Trade or Business					
College					
Other					

Other skills (caring for children, languages, etc.) _____

Background

Please list here any other names you may have used in the past: _____

Social Security Number _____ - _____ - _____

Driver's license number _____

Driver's license classification _____

Have you ever been convicted of a criminal offense? If so, what was it? _____

Personal References

Please list one relative and two non-relatives whom you have known for at least two years and who know you well enough to provide us with a reference.

Three Required					
Reference Type & Name (first & last)	Address (City, State, Zip)	Best Phone Number to Reach Reference	Email Address	How long have you known this person?	Has this person agreed to provide a reference?
Family Member					
Professional/Civic					
Professional/Civic					
Personal					
Personal					

Please list the names of relatives, friends, or acquaintances employed by the YMCA and their relationship to you.

Your signature _____ Date _____

Parent's or guardian's signature _____ Date _____
(if you're under 18)

Code of Conduct for Employees and Volunteers

YMCA OF WESTERN STARK COUNTY

The term “consumer” refers to any person of any age (adult or youth) visiting or involved in YMCA of Western Stark County (the “YMCA”) facilities, programs, and services. Specific policies and procedures are outlined in the YMCA’s Abuse Prevention Policies and Procedures (WestStarkY.org/youth-protection).

- Our employees and volunteers will exhibit the highest ethical best practices and personal integrity.
- Our employees and volunteers will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Our employees and volunteers will not physically, sexually, or emotionally abuse or neglect a consumer.
- Our employees and volunteers will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Our employees and volunteers will report any suspected abuse or neglect of a consumer to the state authorities.
- Our employees and volunteers will accept their personal responsibility to protect consumers from all forms of abuse.

Code of Conduct with Consumers

The following policies are intended to assist employees and volunteers in making decisions about interactions with consumers. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

The YMCA provides our consumers with the highest quality services available. We are committed to creating an environment for consumers that is safe, nurturing, empowering, and that promotes growth and success.

Abuse of any kind will not be tolerated and confirmed abuse will result in immediate dismissal from this YMCA. The YMCA will fully cooperate with authorities if allegations of abuse are made that require an investigation.

The Code of Conduct with Consumers outlines specific expectations of employees and volunteers as we strive to accomplish our mission together.

1. Consumers will be treated with respect at all times.
2. Consumers will be treated fairly regardless of race, sex, sexual orientation, age, gender, or religious preference.
3. Employees and volunteers will adhere to uniform best practices of displaying affection as outlined by the YMCA.
4. Employees and volunteers will avoid affection with consumers that cannot be observed by others.
5. Employees and volunteers will adhere to uniform best practices of appropriate and inappropriate verbal interactions as outlined by the YMCA.
6. Employees and volunteers will not stare at or comment on consumers’ bodies.
7. Employees and volunteers will not date or become romantically involved with consumers.
8. Employees and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of consumers.

9. Employees and volunteers will not have sexually oriented materials, including printed or online pornography, on YMCA property.
10. Employees and volunteers will not have secrets with consumers and will only give gifts in accordance with YMCA policies.
11. Employees and volunteers will comply with YMCA policies regarding interactions with consumers outside of our programs.
12. Employees and volunteers will adhere to YMCA policies regarding electronic communication and social media with consumers.
13. Employees and volunteers will adhere to organizational policies regarding working one-on-one with consumers in a private setting.
14. Employees and volunteers will not abuse consumers in any way, including (but not limited to) the following:
 - a. *Physical abuse*: hitting, spanking, shaking, slapping, unnecessary restraints
 - b. *Verbal abuse*: degrading, threatening, cursing
 - c. *Sexual abuse*: inappropriate touch, exposing oneself, sexually oriented conversations
 - d. *Mental abuse*: shaming, humiliation, cruelty
 - e. *Neglect*: withholding food, water, shelter
15. The YMCA will not tolerate the mistreatment or abuse of one consumer by another consumer. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all consumers, employees, and volunteers.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- a. **Physical bullying**: when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. **Verbal bullying**: when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- c. **Nonverbal or relational bullying**: when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d. **Cyberbullying**: the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 - i. Sending mean, vulgar, or threatening messages or images;
 - ii. Posting sensitive, private information about another person;
 - iii. Pretending to be someone else in order to make that person look bad;
 - iv. Intentionally excluding someone from an online group.

Code of Conduct for Employees and Volunteers

YMCA OF WESTERN STARK COUNTY

- e. Hazing: an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
 - f. Sexualized bullying: when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.
16. Employees and volunteers will report concerns or complaints about other employees and volunteers, other adults, or consumers to a supervisor who can be reached at
- 330-837-5116 (Massillon Family YMCA),
 - 330-879-0800 (Towpath Trail YMCA), or
 - the anonymous Praesidium Helpline at 855-347-0751.
17. Employees and volunteers will report allegations or incidents of abuse to the proper state authority. Please refer to the specific guidelines of your state regarding mandated reporting.
18. Employees and volunteers may not have engaged in or been accused or convicted of consumers abuse, indecency with a consumer, or injury to a consumer.
19. Employees and volunteers are required to read, acknowledge, and comply with the YMCA's Abuse Prevention Policies and Procedures and complete required abuse prevention training as directed by the YMCA.

Acknowledgement of Code of Conduct and Policies

I have read and agree to comply with this Code of Conduct and accompanying policies.

Please Print

Date _____

Name (print) _____

Department _____

Program _____

Signature _____

Abuse Prevention Policies and Procedures

<https://WestStarkY.org/youth-protection>

Code of Conduct for Consumers

<https://www.WestStarkY.org/Code-of-Conduct>



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**DISCLOSURE AND AUTHORIZATION REGARDING
BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

Disclosure

The YMCA of Western Stark County (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, www.hireright.com.

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

Authorization

Full Legal Name

<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Suffix (Jr., Sr., II)</i>
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Date of Birth: _____ **Social Security Number:** _____

Phone Number: _____

I hereby authorize Company to obtain the consumer reports described above about me.

Signature _____ **Date** _____

[END OF DOCUMENT]



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**OTHER DISCLOSURES, ACKNOWLEDGMENTS & AUTHORIZATIONS
REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES**

Disclosures

Investigative Consumer Report:

YMCA of Western Stark County (the "Company") may request an investigative consumer report about you from HireRight, LLC ("HireRight"), a consumer reporting agency, in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references through personal interviews with sources such as your former employers and associates, and other information sources. The investigative consumer report may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

Ongoing Authorization:

If the Company hires you or contracts for your services, the Company may obtain additional consumer reports and investigative consumer reports about you without asking for your authorization again, throughout your employment or your contract period, as allowed by law.

Summary of Rights under the Fair Credit Reporting Act:

A summary of your rights under the Fair Credit Reporting Act is being provided to you separately.

HireRight Privacy Policy:

Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

Acknowledgments & Authorization

I acknowledge that I have received and carefully read and understand the separate "Disclosure and Authorization Regarding Background Investigation for Employment Purposes"; and the separate "Summary of Rights under the Fair Credit Reporting Act" that have been provided to me by the Company.

By my signature below, I authorize the preparation of background reports about me, including background reports that are "investigative consumer reports" by HireRight, and to the furnishing of such background reports to the Company and its designated representatives and agents, for the purpose of



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assisting the Company in making a determination as to my eligibility for employment or engagement for services (including independent contractor or volunteer assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may, as allowed by law, obtain from HireRight (or from a consumer reporting agency other than HireRight) additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period.

I understand that if the Company obtains a credit report about me, then it will only do so where such information is substantially related to the duties and responsibilities of the position in which I am engaged or for which I am being evaluated.

I understand that information contained in my employment (or contractor or volunteer) application, or otherwise disclosed by me before or during my employment (or contract or volunteer assignment), if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I understand that the information included in the background reports may be obtained from private and public record sources, including without limitation and as appropriate: government agencies and courthouses; educational institutions; and employers. Accordingly, I hereby authorize all of the following, to disclose information about me to the consumer reporting agency and its agents: law enforcement and all other federal, state and local government agencies and courts; educational institutions (public or private); testing agencies; information service bureaus; credit bureaus and other consumer reporting agencies; other public and private record/data repositories; motor vehicle records agencies; my employers; the military; and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is not limited to, information concerning my: employment and earnings history; education, credit, motor vehicle and accident history; drug/alcohol testing results and history; criminal history; litigation history; military service; professional licenses, credentials and certifications; social security number verification; address and alias history; and other information.

By my signature below, I also promise that the personal information I provide with this form or otherwise in connection with my background investigation is true, accurate and complete, and I understand that dishonesty or material omission may disqualify me from consideration for employment. I agree that a copy of this document in faxed, photocopied or electronic (including electronically signed) form will be valid like the signed original. I further acknowledge that I have received additional state law notices that I have reviewed and read.

Applicant First Name _____ **Middle** _____ **Last** _____

Applicant Signature _____ **Date** _____



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Para información en español, visite www.consumerfinance.gov/learnmore o escriba 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 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 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 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

YMCA of Western Stark County

Visit us on the web at www.WestStarkY.org

MASSILLON FAMILY YMCA

131 Tremont Ave SE

Massillon, OH 44646

P 330 837 5116 F 330 837 5119

TOWPATH TRAIL YMCA

1226 Market St NE

Navarre, OH 44662

P 330 879 0800 F 330 879 0400



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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.
- **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.

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Visit us on the web at www.WestStarkY.org