

NAME _____
CURRENT ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
BEST NUMBER(S) FOR CONTACT _____
E-MAIL ADDRESS _____
PLACE OF EMPLOYMENT _____

EMERGENCY CONTACT

IN CASE OF EMERGENCY, NOTIFY _____
RELATIONSHIP _____
BEST NUMBER(S) FOR CONTACT _____

You must be at least 18 years old to apply as a house volunteer and fill out the attached background check.

You must be at least 16 years old to apply as a special event volunteer.

WHAT INTERESTED YOU ABOUT VOLUNTEERING AT RONALD MCDONALD HOUSE® OF MEMPHIS?

HOUSE VOLUNTEERS OPPORTUNITIES are 4 hour shifts per day: 9AM-1PM, 1-5PM or 5-9PM. Volunteers are responsible for front desk support which includes greeting and assisting families or guests.

SPECIAL EVENT OPPORTUNITIES are available throughout the year. You will be notified of events via the email address you provide.

CONFIDENTIALITY AGREEMENT

I agree to treat any information pertaining to the families, staff, or volunteers of Ronald McDonald House® as personal and confidential. Ronald McDonald House® volunteers have an ethical responsibility to protect the privacy of our residents and staff.

I also certify the information contained in this application to be true and correct to the best of my knowledge. I give consent to my current and previous employers and persons given as references to respond to verbal or written requests for further information.

SIGNATURE _____ DATE _____

Please return to:
Ronald McDonald House of Memphis
535 Alabama Avenue, Memphis, TN 38105
Phone: (901) 529-4055 | Email: volunteers@rmhc-memphis.org

————— To be a house volunteer, please fill out the background check approval form. —————



FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION

Through this document, it is being disclosed to me and I understand that a Consumer Report or Investigative Consumer Report may be prepared about me as a part of my employment and/or continued employment (this includes volunteers and contracts for service). An "investigative consumer report" includes information as to your character, general reputation, personal characteristics and mode of living.

I authorize Ronald McDonald House® of Memphis to procure a Consumer Report from Data Facts, Inc. and its agents to retrieve necessary information and prepare such Consumer Report. I hereby, authorize all persons, schools, corporations, government agencies or other organizations to release information regarding my personal, employment and educational history, including law enforcement records without restrictions. If an Investigative Consumer Report is procured then "A Summary of Your Rights under the Fair Credit Reporting Act" will be provided to you at the time you receive this disclosure and authorization. I understand that my consent will apply throughout my employment, to the extent permitted by law.

I may request a copy of any report that is prepared regarding me and "A Summary of Your Rights, under the Fair Credit Reporting Act". I may also request the nature and substance of all information about me contained in the files of the consumer reporting agency. I understand I have a right to inspect those files with reasonable notice during regular business hours. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required and I should direct my request to: Data Facts, Inc. PO Box 4276, Cordova, TN 38088-4276 (800)264-4110, 901-685-7599 www.datafacts.com.

May your current employer be contacted? Yes No Not currently employed Post hire only

California, Minnesota, or Oklahoma -

Are you employed in, seeking employment in or a resident of one of these states? Yes No

If so, do you wish to receive a copy of any Consumer Report of which you are the subject of? Yes No

Maine and New York - You have the right, upon request, to be informed of whether a Consumer Report about you was requested by the above name company.

SIGNATURE OF APPLICANT OR EMPLOYEE DATE

The following is for identification purposes (to perform the background check and will not be used for any other purpose).

NAME

.....
First Name Middle Name Last Name

DRIVERS LICENSE # STATE ISSUED

SOCIAL SECURITY NUMBER DATE OF BIRTH

CURRENT ADDRESS CITY

STATE ZIP CODE COUNTY LENGTH AT ADDRESS

PREVIOUS ADDRESS - list any counties, cities, states you have lived In the previous 7 years.

OTHER NAMES - list any other last names you have used in the previous 7 years.

EDUCATION - list any other last name under which you received your GED, High School Diploma or other academic credentials.