

THE SALVATION ARMY

VOLUNTEER ENROLLMENT FORM - ADULT

Please check all volunteer categories that apply: ☐ Corps Council ☐ Volunteer ☐ Salvation Army Employee and Volunteer ☐ Local Officer

(Please print clearly)

NAME _____
LAST FIRST MIDDLE

Corps / DHQ Department _____ e-mail _____

Address _____ City _____

State _____ Zip _____ Date of Birth: (MM/DD/YYYY) _____

Home Phone: (____) _____ Work Phone: (____) _____

Emergency contact person:

Name	Relationship	Home Phone	Work Phone
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Health/physical limitations _____

Volunteer Job Description: To be completed by Corp official or Program Manager:

Description of duties: _____

Number of hours per week / month: _____ Supervising Corps Official: _____

What Clients they'll be seeing: _____

To be completed by the volunteer applicant:

Have you been convicted of a felony? ☐ Yes ☐ No

Within the last 2 (two) years, have you been convicted of a misdemeanor which resulted in imprisonment or jail time? ☐ Yes ☐ No

If yes to either of the above, please provide dates and details: _____

I certify that this information to the best of my knowledge is true and understand that any misrepresentation of facts on my application for volunteering, no matter when discovered, is cause for immediate discharge. I acknowledge that this application form must be completed fully to be considered for volunteering in any Salvation Army program.

I authorize The Salvation Army to investigate my personal background, qualifications, and references. I understand that volunteering does not create any form of employment contract with The Salvation Army.

Signature _____ Date _____

CONFIDENTIAL

**THE SALVATION ARMY
STATEMENT OF APPLICANT FOR VOLUNTEER OR EMPLOYMENT
INVOLVING WORK WITH CHILDREN**

____ Local Officer ____ Volunteer

This statement will be completed by all applicants for volunteer or employment for any position involving the supervision or custody of children (under 18 years of age) or for any position in which the applicant is in any way involved with children. The completion of the statement will help to assure The Salvation Army that it will provide a safe and secure environment to those children who participate in its programs and who use its facilities.

Personal Information

Name _____
Last First Middle

Present Address _____
Number Street City State Zip

Social Security No. _____

Home Phone (____) _____

Education or Training for work with children (List formal education courses and on the job training participated in, identifying the institution). _____

Personal References (not relatives)

Reference #1 (Circle one)
Friend/Coworker/Acquaintance/Employer

Name _____

Address _____

Telephone # _____

Email: _____

Reference #2 (Circle one)
Friend/Coworker/Acquaintance/Employer

Name _____

Address _____

Telephone # _____

Email: _____

All prior work with children (List the church or other organization conducting the program, the name of the immediate supervisor and, if known, the name, address and telephone number of any individual now involved in the program). _____

**** For purposes of this Statement, the words "child" and "children" mean individuals below the age of 18 years.**

CONFIDENTIAL

**THE SALVATION ARMY
STATEMENT OF APPLICANT FOR VOLUNTEER OR EMPLOYMENT
INVOLVING WORK WITH CHILDREN**

Statement

As the applicant described above, I do hereby represent to The Salvation Army, with the understanding The Salvation Army will rely upon the information provided in considering my application for work with children, that the foregoing information and following statements are true:

1. In my prior employment, I have never used a name other than that set forth above.
2. I understand the essential duties of my position in connection with the working with children in the programs of The Salvation Army. I am able to perform those essential job duties with no accommodation except as follows:_____
3. I have never been accused of abuse of a child or of actual or attempted sexual molestation of a child, either in a program for children or otherwise.

If the foregoing statement is not true, please describe the circumstances of the accusation and the outcome:

-
-
4. I have never been arrested as a result of a charge of child abuse or of actual or attempted sexual molestation of a child.
 5. I have never been convicted of child abuse or a crime involving actual or attempted sexual molestation of a child.
 6. I authorize any of the churches or other organization and their representatives and my personal references listed above to give to The Salvation Army any information they may have regarding my character and fitness for work with children. I release all such organizations and individuals from any liability that may result from their furnishing such information to The Salvation Army. I waive any right that I may have to inspect any records containing such information.
 7. I am aware that The Salvation Army is a branch of the Christian Church and, in the event that my application is accepted, I agree that I will conduct myself in my work with children in a way that is consistent with the religious and charitable policies and principles of The Salvation Army.
 8. Having provided the foregoing information and having affirmed the foregoing statements are true, I recognize that any false information or statements are punishable under the laws relating to perjury.

Applicant Signature

Date_____20____

Signature of Witness

Print Name

Address_____

City State Zip

CONFIDENTIAL

**THE SALVATION ARMY
STATEMENT OF APPLICANT FOR VOLUNTEER OR EMPLOYMENT
INVOLVING WORK WITH CHILDREN**

(The remaining sections are to be completed by Salvation Army personnel, as applicable)

1. All references identified above have been contacted and
- ☐ There were no reports of misconduct involving children.
 - ☐ Misconduct involving children was reported – applicant is not approved for work with children and name has been reported to headquarters for inclusion in the Territorial Registry.

Signature of Corps or Program Representative

Date

2. Applicant's name has been checked in the Territorial Registry and
- ☐ The applicant's name did not appear in the Territorial Registry.
 - ☐ The applicant's name appeared in the Territorial Registry -- applicant is not approved for work with children.

Signature of DHQ Volunteer Dept. Representative

Date

3. Applicant's name has been checked in available State databases and
- ☐ There were no reports of misconduct involving children.
 - ☐ Misconduct involving children was reported – applicant is not approved for work with children and name has been reported to the Secretary for personnel for inclusion in the Territorial Registry.

Signature of DHQ Volunteer Dept. Representative

Date

4. *Prior accusations of abuse have been investigated and
- ☐ There was no reasonable suspicion of abuse
 - ☐ There was reasonable suspicion of abuse – applicant is not approved for work with children and name has been reported to headquarters for inclusion in the Territorial Registry.

Signature of Corps or Program Representative

Date

* To be completed only if applicant reports an accusation in response to item #3 of Statement

CONFIDENTIAL

**THE SALVATION ARMY
STATEMENT OF APPLICANT FOR VOLUNTEER OR EMPLOYMENT
INVOLVING WORK WITH CHILDREN**

CONTACT FORM: Reference #1 (From Page 1 personal references)

THIS PAGE TO BE COMPLETED BY CORPS OR PROGRAM REPRESENTATIVE

THE FOLLOWING ARE RECOMMENDED QUESTIONS TO BE ASKED BY THE PERSON
CALLING THE PERSONAL REFERENCES LISTED ON PAGE1:

PLEASE COMPLETE AND RETURN WITH THE WORKING WITH MINORS FORM**

Name of personal reference _____

1) How long have you known _____ and in what relationship? (business or personal)

2) In your relationship, have they been involved in any programs involving adults or children? If yes, please describe their involvement.

3) Do you have any knowledge of any reports involving misconduct with adults or children? If yes, please describe the report?

4) Overall, how would you rate _____ as a candidate for volunteering with The Salvation Army?

** Please submit one form for each personal reference called.

CONFIDENTIAL

**THE SALVATION ARMY
STATEMENT OF APPLICANT FOR VOLUNTEER OR EMPLOYMENT
INVOLVING WORK WITH CHILDREN**

CONTACT FORM: Reference #2 (From Page 1 personal references)

THIS PAGE TO BE COMPLETED BY IMMEDIATE SUPERVISOR

THE FOLLOWING ARE RECOMMENDED QUESTIONS TO BE ASKED BY THE PERSON
CALLING THE PERSONAL REFERENCES LISTED ON PAGE1:

PLEASE COMPLETE AND RETURN WITH THE WORKING WITH MINORS FORM**

Name of personal reference _____

1) How long have you known _____ and in what relationship? (business or personal)

2) In your relationship, have they been involved in any programs involving adults or children? If
yes, please describe their involvement.

3) Do you have any knowledge of any reports involving misconduct with adults or children? If
yes, please describe the report?

4) Overall, how would you rate _____ as a candidate for volunteering with The
Salvation Army?

** Please submit one form for each personal reference called.



Disclosure Regarding Employment/Volunteer Interest Background Report

THE SALVATION ARMY may obtain from Sterling Infosystems, Inc. ("STERLING"), 1 State Street, New York, NY 10004, (877) 424-2457, www.sterlinginfosystems.com, a consumer report and/or an investigative consumer report ("REPORT") that contains background information about you in connection with your employment/volunteer interest or employment/volunteer application. If you are hired/allowed to volunteer, to the extent permitted by law, THE SALVATION ARMY may obtain from STERLING further reports throughout your employment/volunteer assignment for an employment/volunteer purpose without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to, credit reports and credit history information; criminal and other public records and history; public court records (e.g., bankruptcies, tax liens and judgments); motor vehicle and driving records; educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be employment verifications and references, or personal references.



Authorization to Obtain Employment/Volunteer Interest Background Report

I have read the Disclosure Regarding Employment/Volunteer Interest Background Report provided by THE SALVATION ARMY and this Authorization to Obtain Employment/Volunteer Interest Background Report. By my signature below, I hereby consent to the preparation by Sterling Infosystems, Inc. ("STERLING"), a consumer reporting agency located at 1 State Street, New York, NY 10004, (877) 424-2457, www.sterlinginfosystems.com, of background reports regarding me and the release of such reports to THE SALVATION ARMY and its designated representatives, to assist THE SALVATION ARMY in making an employment/ volunteer decision involving me at any time after receipt of this authorization and throughout my employment/volunteer assignment, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to STERLING and/or THE SALVATION ARMY itself, and authorize STERLING to provide such information to THE SALVATION ARMY. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

☐

California, Maine, Massachusetts, Minnesota, New Jersey & Oklahoma Applicants Only:

I have the right to request a copy of any Report obtained by THE SALVATION ARMY from STERLING TALENT SOLUTIONS by checking the box. (Check only if you wish to receive a copy)

I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

Please Sign Your Name: _____

Please Print Your Name: _____

Dated (mm/dd/yyyy): _____



Para información en español, visite 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 the 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 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 1-888-567-8688.
- **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.

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
1a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB	b. Federal Trade Commission: Consumer Response Center – FCRA, Washington DC 20580 (877) 382-4357
2. To the extent not included in item 1 above	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney St., Suite 3450 Houston, TX 77010-9050
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.	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO), 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590

4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board, Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to 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, SW, 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St. NE 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	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357



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.

CORRECT **INCORRECT**

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Female

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[illegible]

Primary Telephone Number (no dashes)

[illegible]

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#Years at this address

[illegible]

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State

Zip Code

[illegible]

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#Years at this address

[illegible]

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State

Zip Code

[illegible]

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License State (*optional*)

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