

West San Gabriel Valley YMCA Background Check Authorization

Disclosure to Applicant/Employee/Volunteer that a Consumer Report may be obtained by Employer

In compliance with Public Law 91-508 (the Fair Credit Reporting Act), as amended by Public Law 104-208 (the Consumer Reporting Reform Act of 1996) and applicable state law, this notice is to inform you that a Consumer Report may be obtained in connection with your application for employment or ongoing employment with the Employer. "Consumer Reports" include, but are not limited to, credit reports, criminal background checks and motor vehicle reports.

Authorization for Employer to obtain a Consumer Report

My signature below represents my voluntary authorization for the Employer, including its agents and representatives, to obtain a Consumer Report on me for use in connection with my application for employment or ongoing employment with the Employer. I acknowledge and certify that the Employer has provided me a written disclosure that a Consumer may be obtained on me, and that I have received a copy of the written disclosure as well as a copy this authorization. I understand that the term 'Consumer Report' includes but is not limited to credit reports, criminal background checks and motor vehicle reports. If hired or currently employed, I understand that this authorization will serve as on-going authorization for the Consumer Report to be obtained at any time in connection with my employment.

Volunteer's First Name (**Please Print**) _____ Middle Name _____ Last Name _____

Signature of Applicant/Employee/Volunteer _____ Date _____

This following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Volunteer's First Name (**Please Print**) _____ Middle Name _____ Last Name _____

Maiden or Other Names Used

Current Home Address _____ City _____ State _____ Zip Code _____ Years at Address _____

Out of State Address #1 (if any) _____ City _____ State _____ Zip Code _____ Years at Address _____

Out of State Address #2 (if any) _____ City _____ State _____ Zip Code _____ Years at Address _____

Date of Birth _____ Social Security Number _____ Driver's License or ID Number _____ State Issued _____

Proof of Identity - Please provide a copy of your driver's license, State ID, School ID or Birth Certificate.

Copy of Driver's License or ID

For Internal Use Only

- Background Authorization Form is signed and completed in full
- Copies of Driver's License, School ID or Birth Certificate
- Background check has been run. Approved and cleared.
- Information has been reviewed and approved by HR Assistant.
- Information has been referred to CEO for Approval.

Code of Conduct When Working With Children and Youth

1. In order to protect YMCA volunteers, staff and program participants at no time during a YMCA program may a volunteer or staff person be alone with a single child where they cannot be observe by others. As volunteers and staff supervise children, they should space themselves in a way that other staff can see them.
2. Volunteers and staff shall never leave a child unsupervised.
3. **Restroom Supervision:** Volunteers and staff will make sure suspicious or unknown individuals do not occupy the rest room before allowing children to use the facilities. Volunteers and staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If volunteers and staff are assisting young children, doors to the facility must remain open. No child regardless of age should ever enter a bath room alone on a field trip. Always send children in pairs, and whenever possible with staff.
4. Volunteers and staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, volunteers and staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - Physical Abuse – strike, spank, shake, slap
 - Verbal Abuse –Humiliate, degrade, threaten
 - Sexual Abuse – Inappropriate touch or verbal exchange
 - Mental Abuse – Shaming, withholding love, cruelty
 - Neglect – Withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. Volunteers and staff must use positive techniques of guidance, including redirection, positive reinforcement an encouragement rather than competition, comparison and criticism. Volunteers and staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm) is only administered in a prescribed manner and must be documented in writing.
7. Volunteers and staff will conduct a health check of each child, each day, as they enter the program, noting any fevers, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Volunteers and staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion or culture.
9. Volunteers and staff will respect children’s rights to not be touched in ways that make them feel uncomfortable and their right to say no. Other than diapering, children are not to be touched on areas of their body that would be covered by a bathing suit.
10. Volunteers and staff will refrain from intimate displays of affection towards others in the presence of children, parents and other volunteers and staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
12. Volunteers and staff must appear clean, neat and appropriately attired.
13. Volunteers and staff are not to transport children in their own vehicles.
14. Volunteers and staff may not date program participants under the age of 18 years old.
15. Under no circumstances should volunteers and staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA or verified by a phone call).
16. A badge /name tag shall identify volunteers and staff involved in the direct care of children or uniform that is familiar to the children with whom they work. Children will be instructed not to go with persons not so identified.
17. Volunteers and staff are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

Volunteer's First Name (**Please Print**) Middle Name Last Name

Volunteer's Signature Date

If applicant is under 18 years of age:

Parent/Legal Guardian's First Name (**Please Print**) Middle Name Last Name

Parent/Legal Guardian's Signature Date

Educational Background, Certification and Special Skills

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

Education Completed: Junior High High School Trade or Business

College Course of Study: _____

Other Skills (i.e., child care, fluent in other languages, computers, etc.): _____

Current Certification: First Aid CPR Pediatric CPR Lifeguard None

Vehicle Operation: Do you have a valid driver's license? Yes No DL#: _____

Do you have a valid Class II/B license? Yes No

References

Professional:

Please give the names of 3 adults people not related to you who have known you for at least two years and a phone number and address where they can be reached. References must include current/last employer and /or any volunteer/employment involving supervision of children. References may include supervisors, co-workers, faith leaders or school counselors.

Reference #1 First Name Last name Title Relationship to You

Address City State Zip Code Phone Number

Reference #2 First Name Last name Title Relationship to You

Address City State Zip Code Phone Number

Reference #3 First Name Last name Title Relationship to You

Address City State Zip Code Phone Number

Personal: RELATIVES ONLY

List two references who are related to you.

First Name Last name Phone Number Relationship

First Name Last name Phone Number Relationship

Please list the names of relatives, friends or acquaintances employed by the YMCA and their relationship to you (if any):

First Name Last name Phone Number Relationship

First Name Last name Phone Number Relationship

First Name Last name Phone Number Relationship

Background Clearance

The YMCA will conduct background check on all appropriate volunteers. Convictions are not an automatic disqualification to volunteering. However, failure to provide complete and accurate information relating to criminal convictions will result in termination of the volunteer relationship with the YMCA.

Answering "yes" to the following question does not constitute an automatic bar to helping as a volunteer. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into action.

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? Yes No

If yes, please provide the date(s) of offense and details:

Are you 18 years of age or older? Yes No (If no, Please have your parent or guardian sign where necessary)

In accepting a volunteer position, I agree to adhere to the rules and regulations of the YMCA and verify that all of the above information is true to the best of my knowledge.

Volunteer's First Name (**Please Print**) Middle Name Last Name

Volunteer's Signature Date

If applicant is under 18 years of age:

Parent/Legal Guardian's First Name (**Please Print**) Middle Name Last Name

Parent/Legal Guardian's Signature Date