



MUSEUM OF SCIENCE & HISTORY

Personal Information

Volunteer Application

Name: [ ] Date: [ ]

Street Address: [ ]

City, State, Zip: [ ]

Home Phone: [ ] Cell Phone: [ ]

Email Address: [ ]

Ethnicity (Optional- For statistical purposes): [ ]

Emergency Contact Name: [ ]

Phone: [ ] Relationship: [ ]

Are you a member of MOSH? [ ] Yes [ ] No Membership level? [ ]

Does your company match donations or give donations to organizations you volunteer for? [ ] Yes [ ] No

Area of Interest

- checkboxes for Naturalist Center, Curatorial Collections, Currents of Time Docent, Atlantic Tails Docent, Special Events, Mail-outs/ Office Assistant, Planetarium, Other

Availability (Please indicate time of day in box below day of the week)

checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Time slots for each day: [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Skills and Experience

Summarize special skills, training, interests or hobbies: [ ]

Summarize your previous experience: [ ]

Liability Release

This Release and Waiver of Liability, executed today (the date below), intending to be legally bound hereby, the undersigned agrees and does hereby release from liability and to indemnify and hold harmless the Museum of Science & History (MOSH), and any of its employees or agents representing or relates to the volunteer activities performed for MOSH. This release is for any and all liability for personal injuries and property losses or damage occasioned by, or in connection with the volunteer services.

Signature of Volunteer/ Parent or Guardian (if under 18)

Date

Please retain page 3 for your records.

**Our Policy**

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Volunteers play a very important role at the Museum of Science & History, and we are thankful for the generous support of people who donate their time and energy to the Museum. It is our policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Beginning in the 2010-11 fiscal year, current and prospective volunteers over 18 must complete a *criminal history* consent form. Thereafter, volunteers will need to complete one background check every two years.

The Museum of Science & History utilizes SingleSource Services for all background screenings. Their contact information is as follows: SingleSource Services; 2320 South Third St, Ste 7; Jacksonville Beach, FL 32250; 1-800-713-3412

**Screening Process**

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SingleSource Services will conduct a Volunteer Search Background screening which will include:

- Social Security validation
- Resident Trace
- Statewide & Nationwide criminal records check
- Sexual predator/ violent offenders database check

The screening process will usually take 2-3 days, but process time may be extended if additional checks are needed. All information will be confidential and not be discussed outside of the process.

**Authorization**

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The Fair Credit Reporting Act requires that we inform you that a background investigation will be conducted as part of our screening process. This may include an inquiry to obtain information regarding your police record, and or motor vehicle record. The primary objective of any investigation will be to verify information you provided on your application or during the review process in connection with your application for and/or continued volunteering with the company. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your volunteer service with MOSH.

This application packet contains the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

I hereby authorize the Museum of Science & History (MOSH) to conduct, by an individual, a conviction only criminal background history search and sex offender registry search. I hereby consent to this search being conducted and to the disclosure of the result of that search by the individual to MOSH. I further hereby release the individual conducting the search, and MOSH, from any and all liability, claims and damages, including but not limited to, claims for releasing or using any information revealed as a part of this search. I also understand and acknowledge that false information provided by me on criminal convictions will result in disqualification from volunteer service with MOSH.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date

**Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

**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.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

**• 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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit).

**• 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.ftc.gov/credit](http://www.ftc.gov/credit).

**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. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	<b>Federal Trade Commission: Consumer Response Center - FCRA</b> Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	<b>Office of the Comptroller of the Currency</b> Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	<b>Federal Reserve Board Division of Consumer &amp; Community Affairs</b> Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	<b>Office of Thrift Supervision</b> Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	<b>National Credit Union Administration</b> 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	<b>Federal Deposit Insurance Corporation</b> Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	<b>Department of Transportation</b> Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	<b>Department of Agriculture</b> Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051