

**Fair Credit Reporting Act (FCRA)**  
**Disclosure & Authorization**

The City of Mt. Pleasant, when:

- Considering your application for employment or volunteering;
- Making a decision whether to offer you employment;
- Deciding whether to continue your employment (if you are hired); and
- Making other employment related decisions directly affecting you

may wish to obtain and use a consumer report from a consumer reporting agency. As an applicant for employment/volunteer or employee of the City of Mt. Pleasant, you are a consumer with rights under the Fair Credit Reporting Act. These terms are defined in the Fair Credit Reporting Act (FCRA) which applies to you.

Consumer reports falling under the umbrella of the FCRA include criminal background checks, driving record histories, educational, personal, and employment background investigations, and internet and social media checks. This information will be used or collected solely for the purpose of serving as a factor in establishing the consumer's eligibility for employment/volunteer purposes. Certain reports are exempted from this definition.

An investigative consumer report is a consumer report in which information about your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates with whom you are acquainted or who may have knowledge of such information. Certain reports are exempted from this definition.

A consumer reporting agency is a person or business that, for monetary fees, dues, or on a cooperative non-profit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as the City of Mt. Pleasant.

If the City of Mt. Pleasant obtains a consumer report about you, and if the City of Mt. Pleasant considers any information in the consumer report when making an employment/volunteering related decision that directly and adversely affects you, you will be provided with a copy of the consumer report before the decision is finalized. If a consumer report results in an employment/volunteer opportunity being denied, you may request, in writing, more information about the report within 60 days. You also may contact the Federal Trade Commission about your rights under FCRA as a consumer with regard to consumer reports and Consumer reporting agencies.

**Authorization**

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize the City of Mt. Pleasant to obtain consumer or investigative reports about me from a consumer reporting agency or others and to consider the consumer or investigative reports when making decisions regarding my employment/volunteering at the City of Mt. Pleasant.

This authorization may be used to obtain a report prior to or any time during my employment/volunteering.

I authorize and instruct any and all consumer reporting agencies to provide such consumer reports as the City of Mt. Pleasant deems necessary.

I understand that I have rights under the FCRA, including the rights indicated above.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date



### CRIMINAL HISTORY BACKGROUND CHECK AUTHORIZATION FORM

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Maiden Name \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Local Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Gender:  Male  Female

Program(s) you are interested in volunteering:

- PEAK
- Special Events
- Youth Sports \_\_\_\_\_  
*Please Specify Sport*

- Race:  White  
 Black  
 Asian or Pacific Islander  
 American Indian or Alaskan Native  
 Other

Have you previously volunteered for Mt. Pleasant Parks and Recreation?  Yes  No

If yes, please list the dates: \_\_\_\_\_

Have you resided outside the state of Michigan in the last 7 years?  Yes  No

If yes, please provide your social security number: \_\_\_\_\_

If yes, please list all cities and states lived in for the last 7 years.

Dates	City	State

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

Are you currently charged with a criminal offense and awaiting disposition?  Yes  No  
(If yes, a discussion will take place with the City prior to volunteer approval.)

I, \_\_\_\_\_, acknowledge The City of Mt. Pleasant will use my driver's license number and date of birth to run a criminal background and driving record status verification. I have reviewed a copy of the Volunteer Background Check Policy (which is available on the Parks & Recreation website or available at the Parks & Recreation Office in City Hall) and understand the guidelines set forth in this policy.

\_\_\_\_\_  
Signature  
Please submit completed form with a copy of your photo ID.

\_\_\_\_\_  
Date

Photo ID Verified By:

**MT. PLEASANT PARKS AND RECREATION  
VOLUNTEER CONTRACT**

Name: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Local Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

In case of emergency, contact:

Name	Phone	Relationship
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or

Name	Phone	Relationship
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Event or program being volunteered for: \_\_\_\_\_

Indicate days of week you CANNOT practice (Youth Sports)                      M      T      W      R      F

Shirt Size (Circle One):    Sm      Md      Lg      XL      XXL      XXXL

<b>RELEASE OF LIABILITY</b>
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**I AM AWARE** that volunteering for Mt. Pleasant Parks & Recreation events involves risks of personal injury, property damage, and other risks associated with volunteer service.

**I RELEASE** Mt. Pleasant Parks and Recreation and this organization's agents and employees and organizers of Mt. Pleasant Parks & Recreation events, from liability for any loss, damage, and claims, including attorney fees, on account of injury to me or my property arising directly or indirectly from this event.

**I HEREBY HOLD HARMLESS** Mt. Pleasant Parks and Recreation and project organizers from any and all claims, actions, or damage relating to or arising out of any activity related to volunteering for Mt. Pleasant Parks & Recreation events.

These releases are effective for me, my personal representative, my assigns, and heirs.

**I KNOW** that if I become injured while participating in Mt. Pleasant Parks & Recreation events, I am responsible for my health care expenses, and I have made arrangements to handle such expenses through insurance coverage, access to cash, or other methods.

**I ASSUME FULL RESPONSIBILITY FOR** any and all claims and costs arising directly or indirectly out of activities, acts, or omissions while volunteering for Mt. Pleasant Parks & Recreation events.

**I FURTHERMORE** give the above stated organization involved with Mt. Pleasant Parks & Recreation events permission to photograph me. I understand that Mt. Pleasant Parks and Recreation has permission to use these photographs/videotapes for publicity purposes, unless written notice is received to the contrary.

**I HAVE CAREFULLY READ AND UNDERSTAND COMPLETELY THE ABOVE PROVISIONS AND VOLUNTARILY SIGN THIS RELEASE AND INDEMNITY AGREEMENT.**

Volunteer Signature or Guardian Signature if under 18

Date