



HELPING RESTORE ABILITY
A Non Profit Serving Texans with Disabilities

Volunteer / Intern Application

Applicant's Name: _____ Date of Birth: _____

Address: _____ Phone Number: _____

City, State, Zip Code: _____ Email Address: _____

How did you hear about Helping Restore Ability? _____

Why would you like to volunteer at Helping Restore Ability? _____

How would you like to help? Special Events Administrative Tasks Wherever I'm needed

Other (Please describe): _____

Do you need to complete a specific amount of hours? If so, how many and completion date? _____

Have you been convicted of a felony within the past 5 years? No Yes

If YES, please explain: _____

When are you available to volunteer?

Proposed Start Date: _____

Proposed End Date: _____

Requested Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
To	To	To	To	To

Please provide two references with each contact person's name, phone number, email address, and relationship:

1. _____

2. _____

I hereby attest that the above information is true and accurate. If you are 16 years or younger you must submit a permission letter from a parent or legal guardian.

Signature: _____

Date: _____

CRIMINAL HISTORY/BACKGROUND INFORMATION

Please Print Clearly - This form must be completed, dated and signed to be considered for employment, to serve as a volunteer, to serve as a contract worker, intern, or to serve on the Helping Restore Ability's Board of Directors.

OVERVIEW

Helping Restore Ability ("the Company") conducts criminal history/background checks, for lawful employment purposes, on final employment candidates, volunteers, independent contractors, interns, and Board of Director applicants. This information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, in an employee, volunteer, independent contractor, intern, or Board of Director capacity. Criminal background reports are generally conducted on an annual basis.

The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; **criminal history and background**; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. **Criminal history records are reviewed as they relate to the content and nature of the position for which the applicant is seeking. A conviction/criminal history record does not necessarily disqualify an individual except for Convictions that are Automatic Bars to Employment as defined in Chapter 250.006 of the Texas Health and Safety Code. These records may not be released except by court order or written consent of the person being investigated.**

Background information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates; and other information sources. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated. You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. **Criminal background checks obtained through a consumer reporting agency are subject to the Fair Credit Reporting Act (FCRA) A summary of your rights under the Fair Credit Reporting Act is being provided to you. You may request more information about the nature and scope of any investigative consumer reports by contacting the Company.**

AUTHORIZATION TO OBTAIN CRIMINAL HISTORY / BACKGROUND INFORMATION (print information in black or blue ink only)

Name (Last) (First) (Middle)	Maiden Name (if applicable)
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The information requested below is used to obtain accurate criminal history/background information. It serves as a unique identifier in the event that names are similar to yours. The information requested below will not be used to determine eligibility for employment or for the position that you are seeking. Supplying information that identifies your age, gender and race is optional at this time, but it will be required if you are offered a position at Helping Restore Ability. It may also be used for U.S. government statistical purposes.

Social Security Number	Date of Birth	Age	Gender (circle one) Male / Female	Race
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List All Aliases or Other Married Names (include dates each was used)

I hereby authorize and consent to Helping Restore Ability's procurement of a criminal history/background check. I understand that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment, volunteer work, independent contractor opportunity, internship opportunity, or Board of Director responsibilities. I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of Helping Restore Ability. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information. I further understand that such report will be used to make inquiries regarding my criminal and conviction history (if any). I certify that the information contained above is true, correct and complete, including any and all aliases I have used as identification. I understand and authorize Helping Restore Ability to make inquiries regarding my criminal and conviction history annually for as long as I am employed, act as a volunteer, intern, serve on the Board of Directors, or work as an independent contractor for the organization.

I included all information regarding criminal convictions date(s), nature of the offense(s), sentence(s) or penalties imposed, prison release date(s) and current status (e.g. parole, work release, probation) on my employment application. In addition, I included all information regarding confirmed abuse/neglect allegations on my employment application.

Signature

Date

FOR OFFICE USE ONLY

Registry Check (1-800-452-3934) Employee Misconduct Registry Nurses Aide Registry Medication Aide Registry Criminal History Check OIG Check	Check All That Apply <input type="checkbox"/> No Record / <input type="checkbox"/> Record (not to be hired, act in the capacity of a volunteer or intern, independent contractor, nor serve on the Board of Directors) <input type="checkbox"/> No Record / <input type="checkbox"/> Record (not to be hired, act in the capacity of a volunteer or intern, independent contractor, nor serve on the Board of Directors) <input type="checkbox"/> No Record / <input type="checkbox"/> Record (not to be hired, act in the capacity of a volunteer or intern, independent contractor, nor serve on the Board of Directors) <input type="checkbox"/> No Record / <input type="checkbox"/> Record (not to be hired, act in the capacity of a volunteer or intern, independent contractor, nor serve on the Board of Directors) <input type="checkbox"/> No Record / <input type="checkbox"/> Record (not to be hired, act in the capacity of a volunteer or intern, independent contractor, nor serve on the Board of Directors)
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Note: Helping Restore Ability is to document its review of a conviction of any offense that is not listed in the THSC, §250.006 and it is determined the conviction is not a contraindication to employment. This space is provided for this purpose:

Inquiries Made By

Date

Statement of Employability and/or to serve as a Volunteer / Intern / Board of Director

Chapter 250.006 of the Texas Health and Safety Code requires that a criminal history check be completed on any person applying for a position whose duties involve direct contact with a Helping Restore Ability consumer. Applicants convicted of certain crimes will not be employed by Helping Restore Ability, serve as a volunteer/intern, or on the Helping Restore Ability Board of Directors. In addition, upon completion of monthly/annual criminal history checks, current employees, volunteers/interns and Helping Restore Ability Board members found to have been convicted of certain crimes will be terminated immediately.

Note: Convictions that are automatic bars to employment, serving as a volunteer/intern or as a board member do include convictions under the laws of another state, federal law or the Uniform Code of Military Justice for an offense containing crimes that are substantially similar to the crimes listed below.

_____ My initials acknowledge that I have reviewed this information and understand that conviction of any of the following offenses under the Texas Penal Code are automatic bars to employment with, volunteerism/internship for, and/or service on the Helping Restore Ability Board of Directors.

Convictions under the Texas Penal Code resulting in automatic bar to employment, volunteerism/internship, and/or service on the Helping Restore Ability Board of Directors for the lifetime of the applicant:

Chapter 19	Homicide, which includes murder, capital murder, manslaughter and criminally negligent homicide	Section 22.05	Deadly conduct
		Section 22.07	Terrorist threat
Chapter 20	Kidnapping and unlawful restraint	Section 22.08	Aiding suicide
Section 21.02	Continuous sexual abuse of young child or children	Section 25.031	Agreement to abduct from custody
		Section 25.08	Sale or purchase of a child
Section 21.08	Indecent exposure	Section 28.02	Arson
Section 21.11	Indecency with a child	Section 29.02	Robbery
Section 21.12	Improper relationship between educator and student	Section 29.03	Aggravated robbery
		Section 33.021	Online solicitation of a minor
Section 21.15	Improper photography or visual recording	Section 34.02	Money laundering
Section 22.011	Sexual assault	Section 35A.02	Medicaid fraud
Section 22.02	Aggravated assault	Section 36.06	Obstruction or retaliation
Section 22.021	Aggravated sexual assault	Section 42.09	Cruelty to animals including livestock animals
Section 22.04	Injury to a child, elderly individual or disabled individual	Section 42.092	Cruelty to non-livestock animals
Section 22.041	Abandoning or endangering a child		

Convictions under the Texas Penal Code resulting in automatic bar to employment, volunteerism/internship, and/or service on the Helping Restore Ability Board of Directors before the 5th anniversary of the date of conviction:

Section 22.01	Assault that is punishable as a class A misdemeanor or as a felony	Section 37.12	False identification as a peace officer
Section 30.02	Burglary	Section 42.01	Disorderly conduct under subsection
Chapter 31	Theft that is punishable as a felony		7 – discharges a firearm in a public place
Section 32.45	Misapplication of fiduciary property or property of a financial institution that is punishable as a class A misdemeanor or as a felony		8 – displays a firearm or other deadly weapon in a public place in a manner calculated to alarm
			9 – discharges a firearm on or across a public road
Section 32.46	Securing execution of a document by deception that is punishable as a class A misdemeanor or as a felony		

SUMMARY OF RIGHTS UNDER FCRA

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you such as if you pay your bills on time or have filed bankruptcy- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under the state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- 1. You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you--such as denying an application for credit, insurance, or employment--must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- 2. You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- 3. You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs--to which it has provided the data--of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- 4. Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- 5. You can dispute inaccurate items with the source of the information.** If you tell anyone-- such as a creditor who reports to the CRA--that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- 6. Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old, ten years for bankruptcies.
- 7. Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA--usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- 8. Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- 9. You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- 10. You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court. The FCRA gives several different federal agencies authority to enforce the FCRA:

**FOR QUESTIONS OR CONCERNS REGARDING PLEASE CONTACT
CRAs, creditors and others not listed below Federal Trade Commission**

Consumer Response Center- FCRA
Washington, DC 20580 * 202-326-3761

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Office of the Comptroller of the Currency
Compliance Management, Mail Stop 6-6
Washington, DC 20219 * 800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Federal Reserve Board`
Division of Consumer & Community Affairs
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)

Office of Thrift Supervision
Consumer Programs
Washington D.C. 20552* 800- 842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name)

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314 * 703-518-6360

State-chartered banks that are not members of the Federal Reserve System

Federal Deposit Insurance Corporation
Division of Compliance & Consumer Affairs
Washington, DC 20429 * 800-934-FDIC

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Department of Transportation
Office of Financial Management
Washington, DC 20590 * 202-366-1306

Activities subject to the Packers and Stockyards Act, 1921

Department of Agriculture
Office of Deputy Administrator-GIPSA
Washington, DC 20250 * 202-720-7051