



# Planned Parenthood of South Central Michigan Confidential Volunteer Application

Date \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER: In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, or the presence of a non-job related medical condition or handicap. Furthermore, we maintain a work environment free of any form of employee and/or non-employee harassment, including sexual harassment. Any action that constitutes any form of harassment is not tolerated.

**Print or Type**

<b>Name:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>ST:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Alt. Phone:</b>	
<b>Email Address:</b>		
<b>Best Time to Contact:</b>		

<b>Location Desired:</b>
<b>Date Available to Start:</b>
<b>Position Desired:</b>
<b>List Days/Hours You are not Available:</b>
<b>Are you at least 18 Yrs. Old?</b>
<b>Are you at least 21 Yrs. Old?</b>

If you have volunteered for us before, state what your final position was, and your reason for leaving:

**VOLUNTEER EXPERIENCE**

List your experience including reason for leaving, beginning with your most recent position. Complete all information.

<b>Employer:</b>
<b>Street Address:</b>
<b>Volunteer Title:</b>
<b>Dates of Volunteer Work:</b>
<b>Immediate Supervisor:</b>
<b>Duties:</b>

<b>Employer:</b>
<b>Street Address:</b>
<b>Volunteer Title:</b>
<b>Dates of Volunteer Work:</b>
<b>Immediate Supervisor:</b>
<b>Duties:</b>

**WORK EXPERIENCE**

List your experience including reason for leaving, beginning with your most recent position. Complete all information.

<b>Employer:</b>
<b>Street Address:</b>
<b>Title:</b>
<b>Dates of Work:</b>
<b>Immediate Supervisor:</b>
<b>Duties:</b>

<b>Employer:</b>
<b>Street Address:</b>
<b>Title:</b>
<b>Dates of Work:</b>
<b>Immediate Supervisor:</b>
<b>Duties:</b>

Use a separate sheet for additional volunteer or work experience.

**REFERENCES (Personal or Professional):** We cannot process your application unless all reference information is complete and current.

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	Name:	Relationship:	Address:	Phone:	Email:
1	**Must be familiar with your Pro-choice views**				
2					
3					

**EDUCATION & TRAINING**

School	Location	Yrs. Attended	Graduated		Major
High School:			Yes	No	
College:			Yes	No	
Additional Training:			Yes	No	
Military Training:					
Other languages:					
Other Skills:					

Availability: **\*\*Hours of Operation\*\***

Kalamazoo: M, W, F 8-5; T, 12-7; Th., 8-7; Sat., 10-2

Battle Creek: M, F 12-3:30; T& W, 12-7; Th., 12-5; Sat, 10-2

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning:						
Afternoon:						
Evening:						

<p><b>REFERRAL SOURCE: Check One</b></p> <p>Volunteer Agency <input type="checkbox"/>    Community Org <input type="checkbox"/></p> <p>Name: _____</p> <p>School/College <input type="checkbox"/>    Employee Referral <input type="checkbox"/></p> <p>Name: _____</p> <p>Walk-in Applicant <input type="checkbox"/>    Newspaper Ad <input type="checkbox"/></p> <p>Name: _____</p> <p>Other: _____</p>	<p><a href="http://www.ppscm.org">www.ppscm.org</a></p> <p>Have you ever visited our website?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, please explain?</p> <p>_____</p> <p>Was it helpful in understanding PPSCM and our volunteer Program? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>What are some suggestions for improvement?</p>
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**PLEASE RESPOND TO THESE QUESTIONS THOROUGHLY**

1. Are you looking to do Volunteer Work, Community Service, Field Experience or Internship? Circle one <sup>6014</sup> and explain why you are interested in doing this type of work at this time? <sup>08/05</sup>  
Rev. #5
2. Why are you interested in volunteering for Planned Parenthood and what are your objectives?
3. What do you know about PPSCM and our services?
4. How do you feel about these services?
5. How would you feel if asked to view all patient services at our health center?
6. What does Pro-Choice mean to you?
7. What did you like or dislike about the other organizations that you have volunteered for?
8. What skills/abilities do you possess that you believe would assist you with your volunteer work?
9. What is your ideal volunteer position? What volunteer job would you be least interested in doing?

**FELONY CONVICTION RECORD**

Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state details and dates.

Have you been given a volunteer job description or has the requirements of the volunteer job explained to you? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
Do you understand these requirements? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
Can you perform the requirements of the job with or without reasonable accommodation? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING**

I authorize my former employers to provide information regarding my prior employment and hereby release them from any and all liability associated with or arising from such disclosures.

In connection with your application for employment, we may procure a consumer report and/or criminal background check on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in make an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the report and a description in writing of your rights under the law.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on the reverse side of this document.

I hereby certify that the statements in this application are true and correct and agree that any false or misleading information is considered to be adequate reason for rejecting my application for volunteer employment. I authorize investigation of all statements contained in this application for volunteer employment and any accompanying resume as may be necessary in arriving at an employment decision.

In consideration of my volunteer employment, I agree to conform to the policies and rules of Planned Parenthood of South Central Michigan. I acknowledge that if hired, my employment is at will, meaning that the employer or I may terminate the employment relationship at any time with or without cause or notice. I understand that no representative of Planned Parenthood of South Central Michigan, other than the CEO acting in writing, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This application for volunteering will remain active for a limited time. Ask the organization representative for details.

**Please return to the Volunteer Manager at:**

**Planned Parenthood of South Central Michigan, 4201 W. Michigan Avenue, Kalamazoo, MI 49006 or fax to 269-372-1279.**

*Para informacion **an 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 20500.

• *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 b 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 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	Federal Trade Commission: Consumer Response Center - FCRA 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)	Office of the Comptroller of the Currency 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)	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 Complaints Washington, DC 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 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation 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	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051