



# VOLUNTEER APPLICATION

**PLEASE COMPLETE BOTH SIDES AND RETURN TO THE ACO OFFICE.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Company/School \_\_\_\_\_ Job Title \_\_\_\_\_

Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address \_\_\_\_\_

Auto Insurance Carrier (MOW only) \_\_\_\_\_ Expires \_\_\_\_\_

**Please Check Programs for Your Participation**

- Meals-On-Wheels Driver
- Fill The Bus School Supplies Drive
- Thanksgiving Food Baskets
- Christmas Adoptions Program/  
Toys For Our Tots Drive
- Springfest 5K FunRun
- ACO Food Pantry
- Resale Shop
- Care & Share-Household  
Supplies Collection
- Community Clean-Up Projects
- ACO Office Support/ Front Desk
- Other \_\_\_\_\_

**Please Check Your Skills/Interests**

- Carpentry
- Cleaning
- Knowledge of Collectibles/Artwork
- Electrical
- Housekeeping
- Minor Home Repairs
- Mail Prep/ Labeling
- Meals-On-Wheels delivery (MOW)
- Clerical/Office Assistance
- House Painting
- Telephone Calling
- Plumbing
- Receptionist/ Clerical Help
- Retail Experience
- Roofing
- Run Errands
- Sewing
- Resale Store- Sorting, Tagging
- Yard Work
- Additional Skills \_\_\_\_\_

Personal Reference Name \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever been convicted of a felony? Yes No  
If "yes" please explain: \_\_\_\_\_

Have you ever been convicted of a misdemeanor? Yes No  
If "yes" please explain: \_\_\_\_\_

RETURN FORM TO:  
Allen Community Outreach  
801 E. Main St.  
Allen, TX 75002  
972-727-9131  
Fax 972-727-1995

Also available online  
at  
[www.acocares.org](http://www.acocares.org)

Number of School Hours Needed \_\_\_\_\_

Needed to Complete By \_\_\_\_\_

School Report to Name \_\_\_\_\_

Court Offense \* \_\_\_\_\_

Hours Completed By \_\_\_\_\_

Court/Judge Name \_\_\_\_\_

Court Report to Phone \_\_\_\_\_

**\*All court-ordered community service volunteers need to submit a volunteer application, driver's license and court papers. There is a \$10 (cash) NON-REFUNDABLE fee to process the background check. ACO is under no obligation to provide placement.**

**ALL VOLUNTEER APPLICANTS MUST SIGN:**

I promise that I shall hold in confidence all information regarding callers or clients of the Allen Community Outreach (ACO). I will not violate the confidential relationships between ACO, its volunteers, clients and callers to ACO. I will not remove from the office of ACO any written records or copies thereof. I accept full responsibility for maintaining the confidential and private nature of all clients records and information. I understand that I am personally responsible and liable for any violation of this agreement.

The information provided in this application is voluntarily supplied and is accurate and correct to the best of my knowledge. I understand the information may be used and is disclosed for ACO purposes and that as an ACO volunteer, I will not be paid for my services.

My signature indicates my consent for ACO to submit my name for a criminal history and/or motor vehicle background check. The organization is not obligated to provide placement, nor am I obligated to accept the volunteer position offered. Opportunities are offered without regard to religion, creed, race, national origin or sex.

I waive and release any and all claims against Allen Community Outreach and its employees for injury or illness which may result from my service to the organization. My claims remain waived even though liability may arise out of negligence or carelessness of the persons or the entity mentioned above.

SIGNATURE

DATE

If you are under the age of 18, you must have a parent or guardian sign below indicating approval of participation in the volunteer program and releasing Allen Community Outreach from any liability.

PARENT'S SIGNATURE

DATE

**FOR ACO OFFICE USE ONLY:**

Court Ordered Community Service: \$10 Processing fee (cash only) \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Submitted : \_\_\_\_\_

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

Status: \_\_\_\_\_ Date Letter sent: \_\_\_\_\_

Date to recheck: \_\_\_\_\_

APP UPDATED 10/25/2009

**Allen Community Outreach**  
801 East Main Street  
Allen, Texas 75002  
Phone: 972-727-9131  
Fax: 972-727-1995

---

**CONSENT OF VOLUNTEERS AND PROSPECTIVE VOLUNTEERS TO OBTAIN  
CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS**

I authorize Allen Community Outreach (“ACO”) and its designated agents and representatives to obtain any background report described in the Notice Regarding Consumer Reports and Investigative Consumer Reports (“Notice”). **In consideration of ACO’s review of my request to perform volunteer services for ACO and, if I am a current volunteer or am selected, for evaluation of my suitability to continue performing volunteer services for ACO, I release and acquit ACO, and its affiliates, representatives, consultants, partners, officers, directors, managers, supervisors, employees, and agents, and any other individual or entity that requests or supplies information in connection with this authorization, from and against any and all liabilities, demands, claims, or suits for any injury or damage, of any kind, character, or nature, INCLUDING LIABILITY RESULTING FROM THEIR NEGLIGENCE OR GROSS NEGLIGENCE, that is or is alleged to be caused by or contributed to by ACO and that I may suffer or sustain as a result of the creation, acquisition, dissemination, or use of the background reports described in the Notice. I have read and understand the Notice, and I execute this consent and release willingly.**

---

Signature

Date

---



# A Summary of Your Rights Under the Fair Credit Reporting Act

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. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

**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.

**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 also are 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.

**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.

**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.

**You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a 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've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

**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.

**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.

**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.

**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.

**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**

CRA's, 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

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

name)	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