

Ryves Hall Youth Center
APPLICANT INFORMATION

First Name _____ Middle _____ Last _____

Education:

School Name/City/State _____

Dates of Attendance/Graduation _____

Degree/Certification _____

Name Used (if differs from above) _____

License:

Type/Number/State/Date Issued _____

Employment (beginning with current employer, please list information for past seven years):

1. Company Name/City/State _____

Dates of Employment/Job Title _____

If currently employed here, may we contact? _____

2. Company Name/City/State _____

Dates of Employment/Job Title _____

3. Company Name/City/State _____

Dates of Employment/Job Title _____

Professional/Work Related References:

1. Name/Company/Title _____

Daytime Telephone/Alternate Telephone _____

Association to Candidate/Time worked together _____

2. Name/Company/Title _____

Daytime Telephone/Alternate Telephone _____

Association to Candidate/Time worked together _____

3. Name/Company/Title _____

Daytime Telephone/Alternate Telephone _____

Association to Candidate/Time worked together _____

4. Name/Company/Title _____

Daytime Telephone/Alternate Telephone _____

Association to Candidate/Time worked together _____

I hereby authorize and request all of the aforementioned educational institutions, licensing agencies, employers, and references to furnish information concerning my past job performance, work history, salary, educational history, and professional license information to BARADA ASSOCIATES or its agents and release the aforementioned, Barada Associates, and Archdiocese of Indianapolis from any liability thereon.

Candidate Signature _____ Date _____

Emergency Contact Person: _____

Emergency Telephone: (____) _____ **Relationship:** _____

Mode of Transportation: _____ **Brand:** _____

Year: _____ **Color:** _____ **Plate #:** _____ **State:** _____

Automotive Insurance Co: _____

Have you ever been arrested for a crime? _____ **If yes, please explain:** _____

Medical Information: _____

How did you hear about Ryves Youth Center? _____

What are your interests (hobbies, expertise etc.)? _____

Level of education: _____ **Major:** _____

School: _____

Optional Information:

Race: _____ **Sex:** _____ **Age:** _____ **Date of Birth:** _____

Additional Information that you wish to let us know: _____

If you need more space for any of the above answers please use an additional sheet of paper!

Rules for Staff & Volunteers

1. **NO ROMANTIC INVOLVEMENT WITH ANY JUVENILE** associated with, or visiting, Ryves Youth Center or any Catholic Charities facility.
2. There will be no outside involvement (telephone numbers, address given, field trips, movies, etc.) with any juvenile associated with, or visiting, Ryves Hall or any Catholic Charities facility without prior approval of the director.
3. Any of the above mentioned juveniles will not be transported anywhere, by a volunteer or staff member, without prior approval of the director.
4. You will not participate in any illegal activities while you are a volunteer, or staff person, at Ryves Youth Center.
5. If you have any knowledge of a juvenile who is, has been, or will be in danger (suicidal, abuse, molested, neglected, or fighting) you will advise the director, or assistant director, immediately.
6. If any questions as to policies arise the director or assistant will have the last word.
7. Children will not be sent home except by the director, or assistant director.
8. If you have any information of anyone (member guest, volunteer, etc.) breaking the rules, or committing an illegal act you will advise the director or assistant director immediately.
9. You will not lie to juveniles or promise them anything that you can not deliver.
10. You will not touch any juvenile in a rude, or violent, manner or in anyway which may be viewed as committing battery, or molestation.
11. When in doubt ask the director, or assistant director.
12. Volunteers, or staff, will not argue with each other in front of juveniles.
13. You will not take money from any juvenile without the director's permission.
14. Any information received from a juvenile will be kept confidential within Ryves Hall Youth Center. If you feel the need to discuss this information with anyone else you must have prior approval from the director.
15. Children and adults will not be in any enclosed room alone (The door will be left open)
16. Adults will use the designated "Adult" restrooms located in the basement, kitchen, and computer lab.
17. Volunteers will be expected to have a background check performed. If you wish to help with the expense the background check costs \$15.00.
18. Volunteers will also be expected to attend the training "Protecting God's Children".

I acknowledge that I have read the rules for volunteers and agree to follow them.

(Signature)

(Printed Name)

(Date)

**APPLICANT DISCLOSURE AND RELEASE
FOR CONSUMER AND INVESTIGATIVE CONSUMER REPORTS**

In connection with my application for employment or volunteer service with Archdiocese of Indianapolis , I understand that a consumer report and/or investigative consumer report, as defined by the Fair Credit Reporting Act (FCRA), may be obtained from BARADA ASSOCIATES INC., its agents or employees, and I authorize all corporations, employers, co-workers, references, credit reporting agencies, educational institutions, licensing bodies, courts, law enforcement agencies, governmental agencies or departments, and military services to provide information about my background, including but not limited to driving records, court records, credit report, academic records, professional license record and employment related information or records. I agree to release Archdiocese of Indianapolis and Barada Associates from any liability for collecting that information. Credit reports will only be ordered if an employee or volunteer has access to funds over \$1000.

I understand that an investigative consumer report is a special type of consumer report that is obtained through interviews and may contain information about my character, general reputation, personal characteristics, and/or mode of living. Upon my written request within a reasonable period of time, a complete disclosure of the nature and scope of that investigation will be made to me in writing within five days of the date on which the request was received.

I further authorize Archdiocese of Indianapolis, if I am hired or accepted, to request a consumer report and/or investigative consumer report about me, at any time during the course of my employment or service to the extent allowed by law. I agree that this Disclosure and Release will be valid, now or in the future, in original, faxed, copied or electronic form.

I acknowledge that I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act."

I understand that my date of birth will be used solely for identification purposes.

First Name _____ Full Middle _____ Last _____

Any other name(s) used _____

Social Security # _____ Date of Birth _____

Position Applied For _____

Present Address _____

City/State/Zip/County _____

Telephone Number(s) _____

Previous Cities/States of Residence During Last 7 Years _____

Driver's License # _____ State of Issuance _____

Professional License # (if applicable) _____

Applicant Signature _____ Date _____

California, Minnesota, and Oklahoma residents only:

Please initial here only if you are requesting a copy of the consumer report prepared on you _____
Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 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 or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 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 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 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.
- **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 1-888-5-OPTOUT (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.

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 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, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

CATHOLIC CHARITIES
PROVIDING HELP. CREATING HOPE.

Often we take pictures and videos to be used for print and marketing materials to highlight our services, volunteers, employees, and the people we help. We'd like your permission to use your and/or your child(ren)'s photograph, video image and/or testimony by your local Catholic Charities agency, the Secretariat (department) for Catholic Charities at the Archdiocese of Indianapolis, and for materials for the Archdiocese of Indianapolis.

For adults over 18 years old:

I, _____, consent for Catholic Charities and the Archdiocese of Indianapolis to use my photograph, testimony, and likeness in print and marketing materials and other communications.

____ Initial here to consent to allow us to use the name of your employer or organization you represent with your name in promotional materials.
Name of employer/organization _____

For children under 18 years old:

I, _____, consent for my child(ren)'s photograph, testimony, and likeness to be used in print and marketing materials and other communications by Catholic Charities and the Archdiocese of Indianapolis.

Child(ren)'s name(s)

Signature by Adult _____

Printed Name _____

Effective Date _____

Permission Revoked Date _____ Initials of original signee _____
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