



HIGHLANDS RANCH Metro District

3280 Redstone Park Circle
Highlands Ranch, CO 80129
Phone: 303-791-2710/Fax: 303-470-9516
www.highlandsranch.org

Background Check Application

*This form must be completed by any applicant 18 years of age and older. A background check will be conducted annually.

Position Volunteering For: Head Coach Assistant Coach

Head Coaches Name: _____ **Age Group:** _____

Sport Volunteering For: T-Ball Baseball Softball Lacrosse Flag Football Kickball

Name (Please Print Clearly):

First: _____ Middle: _____ Last: _____

Social Security #: _____ Date of Birth: _____ Sex: _____

Address: _____ Home Phone: _____

_____ Work Phone: _____

Driver's License #: _____ State Drivers License Issued: _____

State of Birth: _____ Other Names (maiden, alias, etc.): _____

Have You Moved From Another State (list states): _____

Coaching Information:

1. Have you coached this sport before? Yes No Age Level _____ Years _____

2. Have you had formal training as a coach? Yes No If yes, which kind _____

3. What is your motivation for being a volunteer? _____

You may be required to provide 2 references upon request.

Background Information:

Present Employer: _____ Name of Supervisor: _____

Address: _____ Date of Employment: _____

City, State, Zip: _____ Phone Number: _____

Position Held: _____

*These questions must be answered honestly, take your complete history into consideration. Any discrepancies will be grounds for dismissal.

1. Have you ever been convicted of, or pled "guilty" or "no contest" ("nolocontendere") to, any crime, felony or misdemeanor? Yes No (Note: answering yes will not necessarily result in disqualification)
If yes, what was the disposition? _____

2. Have you ever had a problem with alcohol or drugs? Yes No
If yes, explain details _____

3. Have you ever been involved with child abuse or neglect? Yes No
If yes, explain _____

**I authorize the Highlands Ranch Metro District Human Resources Department and the Colorado Bureau of Investigation to obtain, from any source, any information relevant to this application. I hereby authorize all sources to release such information to the Highlands Ranch Metro District Human Resources Director. I hereby certify that the foregoing statements are true and correct and I agree that any misstatement or omission as to material fact will constitute grounds for unfavorable consideration of my application or dismissal from volunteering with the Highlands Ranch Metro District Recreation Programs.

Print Name: _____ Signature: _____ Date: _____

Turn page over...



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FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

Disclosure

As an applicant for a volunteer position with Highlands Ranch Metro District, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, Highlands Ranch Metro District may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for a volunteer position, (2) when making a decision whether to offer you a volunteer position, (3) when deciding whether to continue your volunteer position, or (4) when making other volunteer-related decisions directly affecting you.

For explanation purposes, a “consumer reporting agency” is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to other, such as Highlands Ranch Metro District.

A “consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for volunteer purposes.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, associates or others with whom you are acquainted or who may have knowledge concerning any such items of information.

An investigative consumer report may be requested by the organization. You may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

Authorization

By signing below, I, _____, hereby voluntarily authorize Highlands Ranch Metro District to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my volunteer position at Highlands Ranch Metro District. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

Name

Date