

TOWN OF STEILACOOM

FARMERS' MARKET

VOLUNTEER GUIDELINES

Our Mission

**As Town employees, we strive to meet the
Community's needs through planning and cost effective services.**

**We are committed to the highest level of professionalism and respond
promptly and courteously to the needs of all citizens.**

Program Goals

**Strive to create a positive sense of community by encouraging citizen
participation and involvement in programs, services, and events.**

Introduction and Purpose

The Town of Steilacoom's volunteer program is designed to promote the spirit of partnership and increase interaction with citizens, community organizations and local business. In doing so, the Town of Steilacoom wants to enhance its existing service offerings and/or expand them through the use of volunteer expertise as well as bring the many diverse populations of the community together to achieve a stronger, more connected community.

The Town of Steilacoom welcomes you as a volunteer and hopes your association with the Town of Steilacoom will be a satisfying experience. You are making a dramatic difference in the lives of others by volunteering your time. By taking the time to participate in our programs, volunteers positively influence the participants and future of the Town. In assisting staff with both daily tasks and new programs, volunteers enhance the levels of quality services the Town provides. We thank you for the time, dedication, and caring you are willing to share, and welcome each of you to the Town of Steilacoom.

The purpose of the volunteer handbook is to provide overall guidance and direction. The policies outlined in the handbook are intended for guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Town of Steilacoom reserves the right, at any time, to change/revise terms and conditions of voluntary service. As such, the contents of this handbook are subject to change in order to reflect those changes. Areas not specifically covered by the policies will be addressed by administration.

Copies of the Town of Steilacoom's Personnel Policies are located in the Human Resources Department (HR) as well as in all other departments. Ask your supervisor if you want to refer to these policies.

The Town of Steilacoom also reserves the right to utilize, or not utilize, services of volunteers. Volunteers are not considered to be Town of Steilacoom employees and being a volunteer is not a guarantee of later employment with the Town of Steilacoom.

Please feel free to contact administration and/or your volunteer coordinator for additional information.

Fundamentals of Volunteering

Attitude

A volunteer needs to be open minded, willing to be trained, and able to accept direction/supervision. At the same time, the Town of Steilacoom encourages volunteers to ask questions regarding policies, practices, or procedures.

Dependability and Reliability

The dependability of a volunteer is extremely important. It is the volunteer's responsibility to notify their supervisor if unable to volunteer at a scheduled time, or if there are other factors that may affect the volunteer's performance.

Communication

A volunteer not only serves the needs of the Town of Steilacoom and the public in an important way, but also provides a vital link between the organization and the community.

Communication is an essential element to a successful program. Both volunteer and the volunteer's supervisor are encouraged to share questions, comments, and concerns that may arise in a positive, constructive manner.

Responsibility

Volunteers represent the Town of Steilacoom to the citizens. As a volunteer affiliated with the Town of Steilacoom, you will be seen as a visible extension of our paid staff to citizens we serve. While most Town of Steilacoom business is considered public information, certain information is confidential. Volunteers will not discuss or disseminate any confidential information. It is vital that volunteers uphold the high professional standard that the public expects in order to maintain the Town of Steilacoom's reputation of integrity, professionalism, and trust.

Volunteer Expectations

The following rules must be followed while volunteering for the Town of Steilacoom

1. Volunteers shall obey all applicable Town, County, State and Federal laws.
2. Volunteers shall sign a volunteer agreement
3. Volunteers shall not commit any acts, nor fail to perform any acts, which constitute a violation of any of the policies, procedures, guidelines or directives of the Town of Steilacoom, whether stated in this volunteer handbook and/or in the Town of Steilacoom Personnel Policies.
4. Volunteers shall promptly comply with any lawful orders of supervisors.
5. Volunteers shall conduct themselves in a manner as to reflect most favorably on the Town of Steilacoom. Volunteers shall not engage in any conduct which is unbecoming of persons associated with the Town of Steilacoom.
6. While on duty, the volunteer will not use his or her volunteer status to obtain any goods, products or services.
7. Volunteers shall not solicit or accept any gift or gratuity from any person, business or organization for the benefit of the volunteer, Town of Steilacoom or others if it may reasonably be inferred that the person, business or organization: (a) seeks to influence action of an official nature; (b) seeks to affect the performance or non-performance of an official duty (c) has an interest which may be affected directly or indirectly by the performance of the volunteer's duty; or (d) creates an appearance of fairness issue.
8. Volunteers shall not use their official position or official identification for personal or financial gain to obtain privileges not otherwise available to them, or to avoid consequences of illegal acts. Volunteer identification should only be used in the performance of volunteer duties.
9. Volunteers acting in an official capacity shall not recommend or suggest in any manner the employment or procurement of any particular product, or private, professional or commercial service.
10. Volunteers shall not possess or store alcoholic beverages or prescription drugs or substances in any Town of Steilacoom vehicle or facility that affect one's ability to

function in the volunteer's capacity. Volunteers shall not report for duty while under the influence of alcohol or drugs, including medications that may cause drowsiness or affect one's ability to perform assigned duties.

Volunteer Behaviors

Inappropriate behavior may be cause for termination from the Town of Steilacoom volunteer program.

Inappropriate behaviors include but are not limited to:

1. Unauthorized absence and/or repeated tardiness
2. Intoxication and/or drinking alcoholic beverages or use or under the influence of narcotics or drugs on the premises or at any time while providing volunteer service
3. Dishonesty or theft
4. Unprofessional behavior towards customers, employees, or other volunteers
5. Unwillingness to comply with Town of Steilacoom or departmental standards or volunteer position expectations
6. Falsification of records
7. Insubordination
8. Divulging confidential information
9. Damaging, defacing, or deliberately mishandling Town of Steilacoom equipment, property or supplies
10. Failing to report an injury, incident, or accident concerning an employee, customer, volunteer or any person on Town of Steilacoom property
11. Carrying prohibited weapons on Town of Steilacoom property
12. Willful violation of Town of Steilacoom policies, rules or regulations
- 13.

Customer Service

Serving our customers is the number one priority of all Town of Steilacoom volunteers and regular employees. Volunteers will be called upon to provide residents with the high quality customer service they have come to expect. It is important to keep in mind that 'customer' includes everyone the volunteer comes in contact with while representing the Town of Steilacoom, including citizens, patrons, Town of Steilacoom and contract employees, and representatives from other agencies and organizations. The Town of Steilacoom is dedicated to providing quality customer service and as part of our commitment to customer service, it is important to keep the following points in mind when serving customers:

1. Listen actively to determine the customer's needs.
2. Always remain courteous, calm and professional.
3. Make an extra effort to help the customer solve his/her problem.

Volunteer Hours

Each department will have additional policies, procedures, and guidelines to follow depending upon individual assignments. The volunteer's supervisor will cover information specific to the particular assignment with the volunteer. Any questions related to policies, procedures, or volunteer assignments should be discussed with the supervisor.

Identification

Where appropriate, the volunteer's supervisor will arrange for each volunteer to receive a photo identification badge. While performing duties for the Town of Steilacoom, volunteers must wear the volunteer identification badge. The identification badge must be worn on the outermost garment, in an easily visible manner. Volunteers shall protect their badge and not reproduce or give it to anyone for any purpose. If the identification badge is lost, the volunteer must immediately report the loss to the volunteer's supervisor.

Volunteers shall furnish their name and show their identification badge to any person requesting this information when on duty or while representing the Town of Steilacoom in any capacity.

Volunteers are responsible for returning ID cards and/or keys to the volunteer's supervisor when ending volunteer status with the Town of Steilacoom.

Resignation / Termination

Volunteer placements are made on a conditional basis. Either the Town of Steilacoom or the volunteer may terminate the arrangement at any time.

Volunteers are requested to give as much notice as possible if resigning from or interrupting the volunteer assignment for an extended period of time. Should a volunteer desire reassignment, s/he should notify his/her volunteer supervisor.

**Town of Steilacoom
Job Description**

Incumbent _____

Supervisor _____

Position Title: **Farmers' Market Volunteer**

Basic Function: The Farmers' Market Volunteer assists the Farmers' Market Coordinator in the operations of the Steilacoom Farmers' Market.

Reports To: Farmers' Market Coordinator

Duties and Responsibilities: *(Essential Functions are underlined)*

Market Activities:

1. Enforce Market rules.
2. Maintain positive, non-discriminatory relations with all market vendors and shoppers.
3. Assist with the set-up, and take-down of Market tents, tables, chairs, signs, road blocks, and other Market day items.
4. Report Market emergencies, complaints, and customer requests.
5. Collect referrals/recommendations from shoppers/vendors.
6. Process electronic benefit transfer (EBT), supplemental nutrition assistance program (SNAP) checks, and collect money for point-of-sale (special assignment when designated).
7. Provide positive/active support of Town customers, citizens, and co-workers.
8. Performs other duties as assigned. *The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.*

Knowledge, Abilities, and Skills:

1. Ability to interpret market rules, local/state safety guidelines and other pertinent laws/regulations.
2. Ability to communicate and explain rules/regulations.
3. Ability to follow written/verbal instructions.
4. Ability to develop/maintain cooperative relationships with the public, vendors, and staff.
5. Ability to accurately count cash and make change.
6. Ability to effectively organize and prioritize work.
7. Ability to work under limited supervision.
8. Possess strong interpersonal skills exhibiting tact, patience, and courtesy.
9. Skilled in working with diverse stakeholders.

Minimum Qualifications:

- High School diploma or GED equivalent.
- Possess strong communication skills.
- Must have reliable transportation to travel to various locations as requested.
- Incumbent must maintain a valid drivers' license and insurance when using a personal/Town vehicle on Town business.

- Must pass a background check.
- Individuals assigned to process financial transactions must pass a credit check.

Physical Demands: The position requires the incumbent frequently perform strenuous physical labor in a safe manner. While performing the duties of this position, the incumbent is frequently required to sit, stand, walk, bend at the waist, stoop, kneel, and crouch. The position requires the incumbent to engage in repetitive hand/arm movements, pushing/pulling, grasping. The incumbent is required to traverse uneven terrain in the performance of duties associated with the position. On a frequent basis, the incumbent will be required to lift/move/transport items weighing up to 50 pounds.

Working Conditions:

Work is performed in an outdoor environment with frequent exposure to varying weather conditions.

AGREEMENT FOR INDIVIDUAL VOLUNTEER SERVICES

This Agreement is made, by and between the Town of Steilacoom, a political subdivision of the State of Washington hereinafter referred to as the "Town" and _____ hereinafter referred to as the "Volunteer."
(print name)

PURPOSE: The purpose of this Agreement is to outline the responsibilities of the Town in providing volunteer opportunities, and to create an understanding between the Town and the Volunteer.

This Agreement shall apply to persons voluntarily performing non-compensated services for the Town, including but not limited to, practical work experience, recreational programs, senior programs, police resource centers, and academic internships.

AGREEMENT FOR NON-COMPENSATED SERVICES: The Volunteer agrees to abide by all relevant Town policies and procedures and to perform the volunteer services in a safe, responsible manner in accordance with the descriptions of service.

It is further understood that this Agreement shall not in any way constitute nor create an employer/employee relationship between the Town and the Volunteer. The Town shall not be responsible for, nor liable for, nor shall the applicant be eligible to receive, any compensation or benefits as a result of this Agreement **EXCEPT** for State Labor and Industries Industrial Insurance medical aid coverage.

In consideration of the Town giving me permission to perform these volunteer services, I understand that: ***(Please initial the following)***

_____ I am not to appear for volunteer service under the influence of any illegal drugs or alcohol. The Volunteer agrees to inform the supervisor at the beginning of the shift if taking any over-the-counter or prescription medications which may impair the ability to perform volunteer duties.

_____ I am not to have child(ren) with me, during my volunteer activities, that are under 14 years of age. If I do bring with me any child(ren) under 14 years of age (**which is a violation of this agreement**), I understand I will be held solely liable, and assume all risk of liability, for my child(ren)'s actions and agree to hold the Town harmless from any and all such related claims against the Town; except for injuries and damages caused by the sole negligence of the Town.

_____ I will abide by all Town policies regarding personal conduct while performing volunteer services.

_____ I agree not to go beyond the scope of volunteer work agreed to without authorization.

_____ I am to be trained on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.

_____ Depending on the scope of volunteer work, the following policies may apply: driving, safety procedures, computer operation, dress code, anti-harassment, confidentiality.

_____ Should an injury occur during the scope of my service the Town has included my hours of volunteer service in the State Labor and Industries coverage for volunteer workers.

_____ I understand that I am to report any on-the-job injury or illness, no matter how minor, to _____.

BACKGROUND CHECKS: I consent to the Town performing a background check into my history and waive any right of privacy I may have in such information for the limited purpose of the Town considering it for determining my suitability as a volunteer. (To be used for volunteers who will have unsupervised access to children developmentally disabled persons, or vulnerable adults or who will be working with confidential information.)

TERMINATION: I understand that I or the Town may terminate this agreement at any time without cause, and that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.

WAIVER & HOLD HARMLESS: I am fully aware that the work associated with being a Town Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the Town's Volunteer Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of Town facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the Town, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.

LIABILITY COVERAGE: I understand that the Town is self- insured through the Washington Cities Insurance Authority (WCIA) for liability coverage. Volunteers performing within the scope of their assigned duties as authorized by the Town are afforded the same coverage as Town employees under the Town's liability coverage with WCIA. I am fully aware that a volunteer's intentional misconduct is not protected or covered by the Town or WCIA.

This agreement will be in effect for the duration of my volunteer services beginning this date.

Dated this _____ day of _____, 20 _____.

By: _____
Town of Steilacoom Representative

Volunteer's Signature

Address

City/State/Zip Code

Phone

IF UNDER 18 YEARS OF AGE, MUST ALSO HAVE PARENTAL/GUARDIAN CONSENT.

Parent/Guardian Signature

Address

City/State/Zip Code

Phone

**TOWN OF STEILACOOM
PERSONNEL REGULATIONS
EXCERPTS**

CHAPTER 1.06

EQUAL EMPLOYMENT OPPORTUNITY

Sections:

1.06.010 Policy declaration

1.06.020 Non-discrimination/equal employment opportunity.

1.06.030 Reasonable accommodations.

1.06.010 Policy declaration. It is the intent of the municipality to strive to create a work force reflective of the diversity of the citizens served. (Revised 5-4-93, 8-5-08)

1.06.020 Non-discrimination/equal employment opportunity. The municipality believes all persons are entitled to equal employment opportunity regardless of race, color, religion, creed, sex/sexual orientation, pregnancy, national origin, ancestry, age, marital status, or the presence of any physical or mental disabilities unless based upon a bona fide occupational qualification. (Adopted 5-4-93; Revised 7-8-97, 8-5-08)

1.06.030 Reasonable accommodations. The municipality provides reasonable accommodation to applicants and employees who are qualified persons with a disability. The municipality attempts to provide reasonable accommodations in a timely and cost-effective manner. (Adopted 5-4-93); (Revised 8-5-08)

CHAPTER 1.07

HARASSMENT

Sections:

- 1.07.010 Policy declaration**
- 1.07.020 Program administration**
- 1.07.030 Clarification**
- 1.07.040 Reporting procedure**

1.07.010 Policy declaration. It is the policy of the municipality to maintain a work environment that is free of harassment because of race, sex, religion, age or other protected status.

All employees/volunteers are expected to treat one another in a respectful manner. No employee/volunteer should have to endure unwelcome conduct because of one's protected status as a term/condition of continued employment. Any such conduct having the effect of substantially interfering with an employee's/volunteer's working conditions or creating an intimidating, hostile or abusive work environment is prohibited. (Revised 5-4-93; 8-5-08)

No employee/volunteer shall be subject to unwelcome verbal or physical advances or any other on-the-job conduct which could be interpreted as harassment. This protection against harassment includes conduct by co-workers, supervisors, managers, vendors, guests or citizens. Violation of this policy by employees/volunteers may be cause for disciplinary action or termination of employment (Revised 8-5-08).

1.07.020 Program administration. Responsibility for administration and implementation of the harassment policy is delegated to the human resource office.

1.07.030 Clarification. Offensive conduct may include but is not limited to the following:

- (1) Negative or offensive comments;
- (2) Jokes;
- (3) Slang names or labels;
- (4) Ridicule, mockery, insults or put-downs;
- (5) Physical threats or assault;
- (6) Displaying offensive objects or pictures. (Revised 8-5-08)

1.07.40 Reporting procedure Employees/volunteers are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. If the employee/volunteer is uncomfortable doing this, or the conduct does not stop, report the incident immediately to any director, supervisor, or the human resource office. Management will investigate all reported incidents of harassment dealing with each on an individual basis. Employees/volunteers who report harassment shall not experience retaliation (see also 1.52.050). (Revised 4-18-95; 8-5-08)

CHAPTER 1.36
INDUSTRIAL INSURANCE

Sections:

1.36.010 Coverage for employees/volunteers

1.36.010 Coverage for employees/volunteers. With exception of Volunteer Firefighters and Reserve Officers, municipal employees/volunteers are provided industrial insurance coverage through the Washington State Industrial Insurance Coverage Program (L&I) or any other state-approved coverage including self-insurance. Volunteer Firefighters/Reserve Officers are provided coverage through the Washington State Board for Volunteer Firefighters and Reserve Officers. (Revised 5-4-93; 8-5-08)

CHAPTER 1.38

SAFETY

Sections:

1.38.010 Safety

1.38.020 Reports of accidents required

1.38.030 Infection control plan

1.38.010 Safety. It is the municipality's policy to endeavor to prevent accidents and to provide employees safe and healthful working conditions free from known hazards. To this end, the human resources office shall consult with department heads in coordinating a safety committee.

Employees should observe all safety practices governing their work, offer safety suggestions, and contribute to a safer working environment. It is the employee's responsibility to learn the safety regulations applicable to his/her job and use safety equipment and personal protective equipment as set forth in the safety manual. Failure to comply with the responsibilities set forth above may be grounds for disciplinary action up to and including termination.

Department heads and supervisors should endeavor to ensure safe working conditions and compliance of safety standards for each worksite. (Adopted 4-18-95; Revised 8-5-08)

1.38.020 Reports of accidents required. Employees sustaining injuries during the course of their regular work day are required to report those injuries to their immediate supervisor, complete an accident report, and submit the completed report to the human resource office within 24 hours of the time of the accident.

All employees involved in or observing automobile accidents involving municipality vehicles or any other kind of accident in which the municipality may have potential liability, are required to file with the Steilacoom Public Safety Department a written report of such accident giving all details, including names of witnesses, time, place, and circumstances. This report is to be filed with the Public Safety Department within twenty-four (24) hours of the incident, excluding weekends and holidays. (Revised 5-4-93; Revised 4-18-95)

1.38.030 Infection control plan. It is the policy of the municipality to endeavor to comply with statutory obligations for the prevention of exposure to communicable diseases. Employees should familiarize themselves with the municipality's infection control plan and follow it at all times. Failure to comply with this plan may result in discipline up to and including termination. (Adopted 7-8-97; Revised 10-98)

CHAPTER 1.52

WORKING ENVIRONMENT

Sections:

- 1.52.010 Intent**
- 1.52.020 Smoking**
- 1.52.025 Substance abuse**
- 1.52.030 Alcohol/drug-free workplace**
- 1.52.040 Meetings and gatherings**
- 1.52.050 Reporting improper governmental action and protecting employees against retaliation**
- 1.52.060 Firearms / weapons**
- 1.52.070 Contacts with investigators**

1.52.010 Intent. It is the intent of the municipality to provide a safe, healthful, and satisfying environment in which to work. Since management may not always be aware of situations that arise, it is the responsibility of every employee to report unsafe situations or violations of this chapter to any member of management. Maintaining a safe work environment requires a collective effort.
(Revised 8-5-08)

1.52.020 Smoking. In accordance with RCW 70.160, all public buildings (areas within 25 feet of building entrances, exits, ventilation intakes, open windows) and vehicles owned by the municipality are designated as non-smoking areas. (Revised 8-5-08)

1.52.025 Substance abuse. The municipality's substance abuse policy has two principal focuses: a concern for the well-being of the employee and a concern for the safety of other employees and members of the public.

- (1) Availability of rehabilitation or treatment: As part of the municipality's employee assistance program (EAP), employees who are concerned about their alcohol or drug use are encouraged to seek counseling, treatment, and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the municipality is committed to helping employees who voluntarily come forward to overcome substance abuse problems prior to having to address the problems as part of a work performance issue. In most cases, the expense of treatment may be fully or partially covered by the municipality's benefit program. In recognition of the sensitive nature of these matters, an attempt will be made to keep all discussions confidential to the greatest extent possible.
(Revised 8-5-08)
- (2) When job performance is affected: Disciplinary action may be taken when an employee's job performance is impaired because s/he is under the influence of drugs or alcohol on the job. The municipality may discipline or terminate an employee manufacturing, distributing, possessing, consuming, or using alcohol or controlled substances (other than legally prescribed) on municipal premises or during work hours. The municipality may also discipline or terminate an employee who reports for duty or works under the influence of alcohol or controlled substances. An employee may be required to submit to alcohol or controlled substance testing (re: 1.54) when the municipality has reasonable suspicion (re: 1.54) that the employee is under the influence of controlled substances or alcohol. Refusal to submit to testing, when requested, may result in immediate disciplinary action up to and including termination. (Adopted 7-8-97)

1.52.030 Alcohol/drug-free workplace.

- (1) The manufacturing, distribution, dispensation, possession and use of unlawful drugs (as defined by federal law) or alcohol on municipal premises or during work hours by town employees are strictly prohibited.
- (2) Employees must notify the human resource office within five (5) days in writing of any conviction for a drug violation in the workplace.

- (3) Violation of this policy can result in disciplinary action up to and including termination within 30 days of the violation. Continued poor performance or failure to successfully complete an assigned rehabilitation program may be grounds for termination.
- (4) Any Federal agency providing grants to the municipality will be informed in writing within ten (10) calendar days of notification of any conviction for a drug violation in the workplace.
- (5) Any employee who requires the use of prescribed drugs that may affect their work performance shall submit a physician statement to the appropriate department head. (Adopted 7-8-97)

1.52.040 Meetings and gatherings. In order to provide short training sessions, maintain good relationships among employees, and keep informational channels open, the municipality supports events such as monthly employee meetings, a yearly picnic and holiday gatherings. Town Administrator approval shall be obtained prior to staging any of these functions. (Revised 8-5-08)

1.52.050 Reporting improper governmental action and protecting employees against retaliation. It is the policy of the municipality (1) to encourage reporting by its employees of improper governmental action taken by municipal officers or employees and (2) to protect the municipal employees who have reported improper governmental actions in accordance with the municipality's policies and procedures.

Employees must report, in writing, any improper governmental action. Written notice should be given to the human resource office prior to reporting to an outside agency except when an emergency situation may require an employee to report directly to an outside agency. Reporting procedures and list of agencies are posted on employee bulletin boards and are available from the human resource office. (Adopted 12-20-88; Revised 5-4-93, 12-7-93, 8-5-08)

1.52.060 Firearms / weapons. With the exception of commissioned officers, employees of the Town of Steilacoom shall not be permitted to possess firearms, whether licensed or not, or any other weapon, while working unless authorized in writing by his/her department director and the Town Administrator. Violations of this policy may result in discipline up to including termination.

Carrying mace, pepper spray or the like for defensive purposes is not a violation of this policy. (Adopted 4-18-95)(Revised 7-8-97, 8-5-08)

1.52.070 Contacts with investigators. Employees are prohibited from discussing an ongoing or potential matter involving litigation or potential litigation involving the Town unless permitted to do so by the Town Administrator or Town Attorney or are compelled to do so by an appropriate instrument issued by a court of law. Materials requested from the Town shall be provided through and by the Town Administrator. (Adopted 7-8-97; Revised 8-5-08)

Background Check Authorization (Confidential)

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____ DOB: _____

Telephone Number: _____

Drivers License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize **the Town of Steilacoom** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to **the Town of Steilacoom** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

The Town of Steilacoom and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____ Date: _____

IF UNDER 18 YEARS OF AGE, MUST ALSO HAVE PARENTIAL/GUARDIAN CONSENT

Print
Signature

Date

Notice to California, Minnesota and Oklahoma Residents:

Please check the box below if you wish to receive a copy of a consumer report that is requested.

I wish to receive a copy of any Background Check Report on me that is requested.