



In affiliation with  
UPMC CancerCenter

## APPLICATION FOR VOLUNTEER SERVICE

Thank you for your interest in supporting The Regional Cancer Center. *We strongly suggest that if you have had a personal experience with cancer, or recently lost a close relative to cancer, you defer your volunteerism for one year.*

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

Address: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Check if 18 years or older: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Is email an effective way to communicate with you? Yes No

In event of illness, notify: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Physician's Phone: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Activities of The RCC volunteers include the following:

- Greeting and visiting with patients and families (standing 2-3 hours)
- Helping visitors to find their way through the center (walking 2-3 hours)
- Helping with Wellness for Life Programs (clinics, events, programs)
- Helping patients and families to RCC amenities such as refreshments, reading materials and other comfort items (walking and lifting up to 10 pounds)
- Maintaining RCC coffee and tea stations (pushing supply cart)
- Monitoring patient waiting rooms and magazine racks (lifting, bending, walking)
- Assisting staff with select meetings and events
- Assisting with clerical activities (sitting for 2-3 hours, typing, viewing computer monitor)

Is there anything that would interfere with your ability to do these activities?

\_\_\_\_\_  
\_\_\_\_\_

Would you prefer: \_\_\_\_\_ patient interaction \_\_\_\_\_ clerical projects \_\_\_\_\_ either

Please indicate the days and times you are usually available to volunteer for a 3-4 hour shift:

Monday \_\_\_\_\_AM or \_\_\_\_\_PM

Tuesday \_\_\_\_\_AM or \_\_\_\_\_PM

Wednesday \_\_\_\_\_AM or \_\_\_\_\_PM

Thursday \_\_\_\_\_AM or \_\_\_\_\_PM

Friday \_\_\_\_\_AM or \_\_\_\_\_PM

\_\_\_\_\_ Wellness for Life Clinics and Programs (days may vary)

Do you have any special skills or interests that could benefit the center (e.g. computer, massage therapy training, photography)?

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Please list/describe any volunteer experience(s) you have:

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Why are you interested in volunteer work at RCC?

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Please list two references, preferably not related to you. If you have volunteered elsewhere, please list at least one staff or board member reference from each experience.

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Please submit this completed application and the attached background screen acceptance or refusal documentation, to The RCC Volunteer Coordinator, 2500 West 12<sup>th</sup> Street, Erie, PA 16505.**

*Thank you for your interest in supporting The Regional Cancer Center.*

## BACKGROUND CHECK DOCUMENTATION

### Certification and Release

I certify that I have read and understand the applicant instructions for this application and that the answers given by me to the foregoing questions and statements made by me are complete and true to the best of my knowledge and belief.

I understand that any false information, omissions or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my volunteer assignment.

I authorize the Regional Cancer Center and/or its agents, including consumer reporting bureaus, to verify any of this information.

I also understand that the use of illegal drugs is prohibited during my time at The Regional Cancer Center. If Regional Cancer Center policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during volunteer term.

Accept  Decline

### Notice & Disclosure

In the interest of maintaining the safety and security of our customers, employees and property, the Regional Cancer Center will order a "consumer report" (a background report) or "investigative consumer report" on you in connection with your application, and if you are selected, may order additional background reports on you.

The background check, ADP Screening and Selection Services, will prepare the background report for the Regional Cancer Center. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800-367-5933 or at their Internet Web site address [www.adpselect.com](http://www.adpselect.com).

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; drug testing results; and, if applicable, worker's compensation injuries. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews, except in California where that term means any background report that is not a credit report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by ADP Screening and Selection Services or another outside organization.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Regional Cancer Center. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on A Summary of Your Rights Under the Fair Credit Reporting Act and A Summary of Your Rights Under the Provisions of California Civil Code Section 1786.22.

**STATE LAW NOTICES**

If you live or work for the Regional Cancer Center in the states listed below, please note the following:

**CALIFORNIA:** You may view the file that ADP Screening and Selection Services has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by coming to their offices, during normal business hours and on reasonable notice, or by certified mail or mail. You may also ask for a file-summary by telephone. ADP Screening and Selection Services can answer questions about information in your file, including a coded information. If you come in person, another person can come with you, so long as that person can show proper identification.

**MAINE:** If you ask us, you have the right to know whether the Regional Cancer Center ordered an investigative consumer report on you. You may request the name, address, and telephone number of the nearest office for AD Screening and Selection Services. You will get this information within 5 business days of our receipt of your request. You have the right to ask ADP Screening and Selection Services for a free copy of the report.

**MARYLAND:** If the Regional Cancer Center obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

**MINNESOTA:** If you submit a request to us in writing, you have the right to get from the Regional Cancer Center a complete and accurate disclosure of the nature and scope of the consumer report or investigative consumer report ordered, if any.

**NEW YORK:** If you submit a request to us in writing, you have the right to know whether the Regional Cancer Center ordered a consumer report or an investigative consumer report from ADP Screening and Selection Services, and you will be provided with the name and address of ADP Screening and Selection Services. You may inspect and order free copy of the reports by contacting ADP Screening and Selection Services. By signing below, you certify you have received a copy of Article 23A of the New York Correction Law is being provided with this form.

**OREGON:** If the Regional Cancer Center obtains credit history information on you, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

**WASHINGTON STATE:** If you submit a request to us in writing, you have the right to get from the Regional Cancer Center a complete and accurate disclosure of the nature and scope of the investigative consumer report we order if any. You also have the right to ask ADP Screening and Selection Services for a written summary of your rights under the Washington Fair Credit Reporting Act. If the Regional Cancer Center obtains information bearing on your creditworthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

**By your selection below you hereby authorize us to obtain a consumer report about you in order to consider you for volunteering.**

Accept

Decline

**RELEASE AUTHORIZATION**

After carefully reading this Background Check Disclosure and Authorization form, I authorize the Regional Cancer Center to order my background report, including investigative consumer reports. I understand that the Regional Cancer Center may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to ADP Screening and Selection Services and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; if applicable, worker's compensation injuries; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. The information that can be disclosed to ADP Screening and Selection Services and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

I agree the Regional Cancer Center may rely on this authorization to order background reports, including investigative consumer reports, from companies other than ADP Screening and Selection Services without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of the personal information I provided is true and correct.

**Date of Birth:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**By signing your name below and marking "Accept" you are signing this consent authorizing us to obtain a background investigative report about you in order to consider you for volunteering. If you do not consent, do not sign your name.**

Accept       Decline

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Full Legal Name:** \_\_\_\_\_

Would you like a copy of the report(s) ordered to the address entered on this application?

Yes       No

## 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **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 identity 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **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 1-888-567-8688.

- **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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

If you are an applicant in the following states, please follow the specified link below to read more:

California - <http://www.hireright.com/pdfs/California-Consumers-Summary-of-Rights.pdf>

New Jersey - <http://www.njleg.state.nj.us/>

New York - <http://www.labor.ny.gov/formsdocs/wp/correction-law-article-23a.pdf>

Washington - <http://www.leg.wa.gov>

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. For Information about your Federal rights contact:

Type of Business:	Contact
<ol style="list-style-type: none"> <li>1.               <ol style="list-style-type: none"> <li>a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</li> <li>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</li> </ol> </li>   <li>2. To the extent not included in item 1 above:               <ol style="list-style-type: none"> <li>a. National banks, federal savings associations and federal branches and federal agencies of foreign banks</li> <li>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</li> <li>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</li> <li>d. Federal Credit Unions</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</li> <li>b. Federal Trade Commission: Consumer Response Center “FCRA” Washington, DC 20580 (877) 382-4357</li>   <li>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</li> <li>b. Federal Reserve Consumer Help Center PO Box 1200 Minneapolis, MN 55480</li> <li>c. FDIC Consumer Response Center 1100 Walnut St., Box #11 Kansas City, MO 64106</li> <li>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</li> </ol>

<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings  Aviation Consumer Protection Division  Department of Transportation  1200 New Jersey Avenue, S.E.  Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board  Department of Transportation  395 E Street, S.W.  Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area Supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access  United States Small Business Administration  409 Third Street, SW, 8th Floor  Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission  100 F Street, N.E.  Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations</p>	<p>Farm Credit Administration  1501 Farm Credit Drive  McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission:  Consumer Response Center - FCRA  Washington, DC 20580  (877) 382-4357</p>