

# Shelburne Museum Volunteer Application 2018

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Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Is this a seasonal address? \_\_\_\_\_ If so, what months are you available? \_\_\_\_\_

## Skills & Hobbies

- Skills (*computer skills, sign language, bookkeeping, foreign languages, musical instruments, carpentry, sewing, quilting, gardening, CPR, etc*)
- Other interests, hobbies, activities:

## Education & Experience

Volunteer Experience(s): \_\_\_\_\_

Employment background: \_\_\_\_\_

Educational background (Please indicate highest level completed):

Personal Reference: \_\_\_\_\_ Telephone/email: \_\_\_\_\_

## Volunteer interests: Check all areas of interest that apply:

\_\_\_\_\_ Administrative/office work (*bulk mailings, clerical, etc.*)

\_\_\_\_\_ Buildings (*carpentry, painting, etc.*)

\_\_\_\_\_ Collections Management/Registrar's Office

\_\_\_\_\_ Conservation (*occasional data entry, clerical work*)

\_\_\_\_\_ Gardening and/or Landscaping

\_\_\_\_\_ Greeter (*2-hour shifts, outside the Store*)

\_\_\_\_\_ Special events (*Circus-palooza, July; Haunted Happenings, October, etc.*)

\_\_\_\_\_ Quilt Demonstrating (*or rug hooking, or other craft: \_\_\_\_\_*)

\_\_\_\_\_ Education (*Webby's Studio, Owl Cottage, etc.*)

\_\_\_\_\_ Other: please describe \_\_\_\_\_

## Availability

- Do you expect to volunteer:  
\_\_\_\_ Less than 25 hours per season  
\_\_\_\_ 25 or more hours per season
- Do you prefer to volunteer:  
\_\_\_\_ A regular schedule each week (for example, Tuesday and Thursday afternoons)  
\_\_\_\_ Unscheduled; call ahead with volunteering dates  
\_\_\_\_ On a short-term project
- Please circle when you are available:    May - Oct.    Nov – April    All Year
- Please list any days of the week / times of day you are always unavailable:

## Additional Questions

- Why would you like to volunteer at Shelburne Museum?
- Do you have any special needs and/or requirements?
- Will you need Museum acknowledgement of your hours for United Way, a school, or another organization?
- Have you ever been convicted, imprisoned, been on probation, parole or under supervision as a result of a conviction, or been fined for any violation of the law?  
*If "yes" give dates, details, and penalties for each occurrence on an attached sheet of paper. An answer of "yes" to this question does not constitute an automatic bar on volunteering.*
- Additional Comments:

I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation of all statements contained herein and the reference listed above to give you any and all pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Shelburne Museum Background Investigation Consent

I, \_\_\_\_\_, hereby authorize Shelburne Museum, via an accredited third party source and/or its agents to make an independent investigation of my background, references, general reputation and character, past employment, education, credit history, driving record, court records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with Shelburne Museum.

I release Shelburne Museum and any third party source and/or its agents and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

\_\_\_\_\_  
Full Name, First Middle Last, (Printed)

\_\_\_\_\_  
Maiden Name or Other Names Used

Present Address:

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

How long have you lived at this address? \_\_\_\_\_

Former Addresses – Please give a seven (7) year history

Dates

_____	_____
_____	_____
_____	_____
_____	_____

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

Social Security number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ \*\*State of License: \_\_\_\_\_

\*\* If you have not lived in the current State you have a license in for at least one year, please provide your previous States License number as well.

Previous Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

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

(Your signature must be witnessed unless form is completed in front of Shelburne Museum Staff)

Signed in front of Museum Staff Member  or

Signature witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

*\* Note: the above information is required for identification purposes only and is in no manner used as qualifications for employment. Shelburne Museum is an Equal Opportunity Employer and does not discriminate on the basis of Sex, Race, Religion, Age, Handicap or National Origin.*

## 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](http://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. a person has taken adverse action against you because of information in your credit report;
  - b. you are the victim of identify theft and place a fraud alert in your file;
  - c. your file contains inaccurate information as a result of fraud;
  - d. you are on public assistance;
  - e. 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](http://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](http://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](http://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](http://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 Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: <a href="mailto:ConsumerHelp@FederalReserve.gov">ConsumerHelp@FederalReserve.gov</a>
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) Federal credit unions (words "Federal Credit Union" appear in institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929 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

**Vermont Fair Credit Reporting Statute, 9 V.S.A. § 2480e (1999)**

**§ 2480e. Consumer consent**

- (a) A person shall not obtain the credit report of a consumer unless:
  - (1) the report is obtained in response to the order of a court having jurisdiction to issue such an order; or
  - (2) the person has secured the consent of the consumer, and the report is used for the purpose consented to by the consumer.
- (b) Credit reporting agencies shall adopt reasonable procedures to assure maximum possible compliance with subsection (a) of this section.
- (c) Nothing in this section shall be construed to affect:
  - (1) the ability of a person who has secured the consent of the consumer pursuant to subdivision (a)(2) of this section to include in his or her request to the consumer permission to also obtain credit reports, in connection with the same transaction or extension of credit, for the purpose of reviewing the account, increasing the credit line on the account, for the purpose of taking collection action on the account, or for other legitimate purposes associated with the account; and
  - (2) the use of credit information for the purpose of prescreening, as defined and permitted from time to time by the Consumer Financial Protection Bureau.

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**VERMONT RULES \*\*\* CURRENT THROUGH JUNE 1999 \*\*\***  
**AGENCY 06. OFFICE OF THE ATTORNEY GENERAL**  
**SUB-AGENCY 031. CONSUMER PROTECTION DIVISION**  
**CHAPTER 012. Consumer Fraud--Fair Credit Reporting**  
**RULE CF 112 FAIR CREDIT REPORTING**  
**CVR 06-031-012, CF 112.03 (1999)**  
**CF 112.03 CONSUMER CONSENT**

(a) A person required to obtain consumer consent pursuant to 9 V.S.A. §§ 2480e and 2480g shall obtain said consent in writing if the consumer has made a written application or written request for credit, insurance, employment, housing or governmental benefit. If the consumer has applied for or requested credit, insurance, employment, housing or governmental benefit in a manner other than in writing, then the person required to obtain consumer consent pursuant to 9 V.S.A. §§ 2480e and 2480g shall obtain said consent in writing or in the same manner in which the consumer made the application or request. The terms of this rule apply whether the consumer or the person required to obtain consumer consent initiates the transaction.

(b) Consumer consent required pursuant to 9 V.S.A. §§ 2480e and 2480g shall be deemed to have been obtained in writing if, after a clear and adequate written disclosure of the circumstances under which a credit report or credit reports may be obtained and the purposes for which the credit report or credit reports may be obtained, the consumer indicates his or her consent by providing his or her signature.

(c) The fact that a clear and adequate written consent form is signed by the consumer after the consumer's credit report has been obtained pursuant to some other form of consent shall not affect the validity of the earlier consent.