



## Volunteer/Intern Packet

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Volunteer/Intern's Name \_\_\_\_\_

ID Number (if known): \_\_\_\_\_

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

Department Head/Hiring Manager: \_\_\_\_\_

Campus: \_\_\_\_\_

Building: \_\_\_\_\_

Note: Only completed packets for volunteers/interns should be sent to Human Resources at the Pensacola Campus, Building 7, Room 715.

Human Resources Department – Volunteer/Intern Packet

Revised 5/2022



## Acknowledgment Form

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The documents listed below constitute a complete hiring process. My signature acknowledges that I have received, reviewed, and returned the below documents to the appropriate college staff member.

- \_\_\_\_\_ Acknowledgement Form
- \_\_\_\_\_ Volunteer/Intern Employment Application
- \_\_\_\_\_ Background Check Information and Instructions
- \_\_\_\_\_ Volunteer Worker General Waiver
- \_\_\_\_\_ Self-Identification Information
- \_\_\_\_\_ Legible copy of Social Security Card

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

Enclosed is the complete packet for the hiring of the person named above and includes the aforementioned documents. I acknowledge this packet is to be uploaded into Workday along with a legible valid copy of my government issued photo I.D. and Social Security Card.

Hiring Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Volunteer/Intern Worker Application

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Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I wish to volunteer my services to Pensacola State College in the following capacity:

\_\_\_\_\_

I can start volunteering on \_\_\_\_\_, and provide services as needed until further notice or until \_\_\_\_\_.

My approximate hours are from \_\_\_\_\_ until \_\_\_\_\_ on the following days: \_\_\_\_\_.

I understand that I will not receive any payment for my services.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

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**To be completed by the Department**

Volunteer will be assigned in the following capacity: \_\_\_\_\_  
Describe Capacity

\_\_\_\_\_.

Services will be performed at \_\_\_\_\_ Campus.

Program, Department, or Event: \_\_\_\_\_

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Administrator's Signature

\_\_\_\_\_  
Date



## Background Check Information and Instructions

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In accordance with the College policy, **all employees, students, interns, and volunteers must complete a Level I background check** once they have been selected for employment or scheduled for an assignment. Certain positions require a Level II screening, and those new employees will be advised.

- Newly hired applicants/employees will receive an email from **ClearStar - CS Connect** in the email address indicated on the application. The email will provide a link to the ClearStar web service and instructions on how to complete the steps to generate a background check.
- Payment for the background check process is **paid by the employee via a one-time payroll deduction of \$41.86**. An authorization for deduction acknowledgment will be provided in this packet and in onboarding, and Payroll will process the set up for such deduction.
- Drug Screening (based on position): Drug screenings will be processed for adjunct faculty in health-field related programs and participating in clinical education at a facility requiring a 10-panel drug screening result; or are employed as bus and/or truck driver required under Department of Transportation for a five-panel drug result. After initial background check, please contact Donna Davidson in Human Resources on how to proceed with the drug screening: [ddavidson@pensacolastate.edu](mailto:ddavidson@pensacolastate.edu), or 850.484.1763. The College pays the cost of the drug screening.
- FDLE Level II background check (based on position): If a FDLE Level II background check is required, those employees will be referred to the **live scan location in building 5, Pensacola Campus and will complete a VECHS Waiver. The cost of the Level II screening is \$37.25 and will be paid via payroll deduction.**
- Volunteers and interns in non-paid assignments will be responsible to make a direct payment to the College's Cashier office and produce a receipt before the background check process is arranged.

Questions may be directed to:

Tammy Henderson

Director, Human Resources

Office Phone: 850.484.1766

[thenderson@pensacolastate.edu](mailto:thenderson@pensacolastate.edu)



## Volunteer/Intern Worker General Waiver

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I \_\_\_\_\_  
Volunteer  
of \_\_\_\_\_  
Street City State Zip Code

Hereby waive all liabilities, claims, demands and actions that may arise against The District Board of Trustees of Pensacola State College, Florida and, or its trustees, officers, employees or agents related to my volunteer work. This relates to any loss, damage, or injury, including death that may be sustained, while in or on the premises of Pensacola State College or any premises leased to, used, or under the control or supervision of Pensacola State College or while enroute to or from such premises.

In signing this, I acknowledge that I have read this waiver, that I understand and acknowledge the significance and consequence of this waiver and that I am signing it voluntarily.

### ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK

I agree to comply with the policies and procedures of Pensacola State College and will conduct myself in an appropriate and professional manner. I understand that I am required to submit to a criminal background investigation if I choose to volunteer within Pensacola State College, and may be subject to the cost of the background check.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent (if volunteer is a minor)

\_\_\_\_\_  
Date



## Self-Identification Information

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Applicant's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Ethnic Background:

\_\_\_\_\_ American Indian or Alaskan Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American (not Hispanic origin)

\_\_\_\_\_ Hispanic or Latina

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ White (not Hispanic origin)

Marital Status:      Single: \_\_\_\_\_      Married: \_\_\_\_\_

Gender:              Female: \_\_\_\_\_      Male: \_\_\_\_\_

Disabled:            Yes: \_\_\_\_\_      No: \_\_\_\_\_

Veteran:             Yes: \_\_\_\_\_      No: \_\_\_\_\_

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

Pensacola State College does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation or genetic information in its educational programs, activities, or employment. For inquiries regarding Title IX and the college's nondiscrimination policies, contact the Executive Director, Institutional Equity and Student Conduct at (850) 484-1759, Pensacola State College, 1000 College Boulevard, Pensacola, Florida 32504