



Volunteer/Intern Packet

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 2/2021



Acknowledgment Form

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

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

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 Instructions

In accordance with the College policy, all employees, interns, and volunteers must complete a Level II background screening once they have been selected or scheduled for an assignment.

- Unless advised otherwise, all volunteers and interns are responsible to make a direct payment to the College for the cost of the background check. The cost of \$37.25 will be paid at the Cashier's office in building 2, Pensacola campus.
- The College's live scan equipment to acquire fingerprints is located at the Pensacola campus, Public Safety/College Police department entrance area, building 5. The department may be reached at 850.484.2500, or x-2500 on campus to set up an appointment for fingerprinting.
- All parties who are printed by the College's live scan are required to complete a VECHS Waiver Form which will be available at the Public Safety/College Police. Completed VECHS Waivers forms will be maintained by the Human Resources department for each individual.

Please reference the Board of Trustees' Policy, 6Hx20.1.036 for further information.

Questions may be directed to:

Tammy R. Henderson

Director, Human Resources

1000 College Blvd.

Pensacola FL 32504-8998

Office Phone: 850.484.1766

thenderson@pensacolastate.edu



Volunteer/Intern Worker General Waiver

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

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