



# COLUMBIA RIVER MARITIME MUSEUM

## Volunteer Application

**Name:**

**Mailing Address:**

**Email Address:**

**Phone:**

**Birthday:**

**What made you interested in volunteering at CRMM?**

**Have you ever volunteered at a museum before? If so, please state where and talk about your experience.**

**Do you know anyone who is a volunteer at the museum?**

**Please include the name and contact information of one (1) individual as a reference.**

**Name:**

**Phone:**

**Email:**

**Relationship:**

**How did you hear about us?**

Facebook/Instagram

Membership emails

Website (crmm.org)

Friend/family

Other: \_\_\_\_\_



## COLUMBIA RIVER MARITIME MUSEUM Volunteer Application

**Please mark your availability here:**

Monday AM/PM

Friday AM/PM

Tuesday AM/PM

Saturday AM/PM

Wednesday AM/PM

Sunday AM/PM

Thursday AM/PM

**Are there any days of the week you are consistently unavailable to volunteer?**

**Please list two (2) emergency contacts for future reference.**

Name:

Phone:

Relationship:

Name:

Phone:

Relationship:

**Volunteers at Columbia River Maritime Museum can serve in a number of different and important roles. Please check all areas you are interested in.**

Docent Program: Leading adult tours and family programs in museum galleries

Lightship: Greeting visitors and interpreting history of the lightship *Columbia*

Barbey Maritime Center: Greeting visitors during open hours, assisting in shop projects if available

Warnock Model Boat Pond: Overseeing boat rental kiosk, instructing renters on how to operate r/c sailboats

Curatorial Assistant: Assisting with data entry, collections inventory, object numbering and rehousing

Museum Store: Assisting with visitor purchases, stocking shelves, operating cash register and other duties as assigned

Administrative Support: answering phones, organizing files, assisting with museum events, and other duties as assigned



## **COLUMBIA RIVER MARITIME MUSEUM Volunteer Application**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please turn this application in to the Front Desk or mail to:**

1792 Marine Drive

Astoria, OR 97103

Attn: Volunteer Coordinator

**Following successful completion of the background check, you will be contacted by the Volunteer Coordinator.**

# EMPLOYMENT BACKGROUND CHECK DISCLOSURES AND AUTHORIZATION



## DISCLOSURE REGARDING CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

COLUMBIA RIVER MARITIME MUSEUM, its affiliated companies, and/or its agents (collectively, herein after referred to as “ Company”) may obtain information about you from **Advanced Reporting LLC and its subsidiaries, PO Box 12398, Salem, OR 97309, Phone: 503-375-0451 / 888-375-0451, Fax: 503-779-1345 / 877-450-2774, Website: <http://advrep.com>** (the “AGENCY”) for purposes permitted under the Fair Credit Reporting Act 15 U.S.C.1681 *et seq.*, including employment purposes (e.g. regular employment, contracted labor, vocational or educational training, or volunteer work), a business transaction initiated by you, or upon your written instructions. For information about AGENCY’s privacy practices see <http://advrep.com/privacy-policy/>. A “consumer report” and/or an “investigative consumer report” may be requested which may include information regarding your character, general reputation, personal characteristics and mode of living, whichever are applicable. The report may also contain information relating to your criminal history, motor vehicle records such as driving records, social security verification, verification of education or employment history or other background checks. This may involve personal interviews with sources such as neighbors, friends or associates.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report from the Company. The scope of this notice and authorization is not limited to the present and, if hired or engaged to transact business with the Company, will continue and allow the Company to conduct future screenings for retention, promotion, reassignment, access to the Company’s or its customer’s premises or for a continuing relationship with the Company, unless revoked by you in writing.



## EMPLOYMENT BACKGROUND CHECK DISCLOSURES AND AUTHORIZATION



Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe al Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

### 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.

## EMPLOYMENT BACKGROUND CHECK DISCLOSURES AND AUTHORIZATION



- **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 1-888-5-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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**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:**

# EMPLOYMENT BACKGROUND CHECK DISCLOSURES AND AUTHORIZATION



TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>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</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<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 20423</p>
<p>4. Creditors Subject to the 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 the 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, S.W., 8<sup>th</sup> Floor Washington, DC 20549</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 <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

# EMPLOYMENT BACKGROUND CHECK DISCLOSURES AND AUTHORIZATION



## STATE LAW NOTICES

**California, Oklahoma and Minnesota:** You have the right to receive a copy of your background/investigative report by checking the box on the Authorization to Obtain Consumer and/or Investigative Consumer Report.

**California Applicants Only:** Pursuant to Section 1786.22 of the California Civil Code, you may view the file maintained on you by AGENCY during normal business hours. You may also obtain a copy of this file, upon submitting proper identification by appearing at AGENCY's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. AGENCY has trained personnel available to explain your file to you, including any coded information.

By signing the Authorization to Obtain Consumer and/or Investigative Consumer Report, you acknowledge receipt of California Civil Code 1786.22 Summary of Rights, available at <http://advrep.com/casummaryofrights/>.

**Minnesota:** You have the right, upon written request to the AGENCY, to receive a complete and accurate disclosure of the nature and scope of any consumer report. The AGENCY must make this disclosure within five days of receipt of your request or of the Company's request for the report, whichever is later.

**Massachusetts and New Jersey:** If Company request an investigative background report, you have the right, upon written request, to a copy of the report.

**New York Applicants Only:** You have the right to request whether the Company requested an investigative consumer report and, if so, the Company will give you the name and address of the report's provider if other than AGENCY. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by directly contacting AGENCY (or another organization identified by the Company as the provider of an investigative consumer report).

By signing the Authorization to Obtain Consumer and/or Investigative Consumer Report, you acknowledge receipt of Article 23-A of the New York Correction Law, available at <https://www.labor.ny.gov/formsdocs/wp/correction-law-article-23a.pdf>.

**Washington State:** If Company requests an investigative background report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from Company a complete and accurate disclosure of the nature and scope of the investigation requested by Company. You also have the right to request from AGENCY a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.



# EMPLOYMENT BACKGROUND CHECK DISCLOSURES AND AUTHORIZATION



## AUTHORIZATION TO OBTAIN CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

I have carefully read, and understand this Authorization form. I further acknowledge receipt of the "Disclosure Regarding Consumer and/or Investigative Consumer Report," and "State Law Notices" and certify that I have read and understand each document. I understand that Company may obtain a consumer report and/or investigative consumer report for employment purposes, in connection with a business transaction initiated by you, or otherwise upon your written instructions. These reports may be obtained at any time after receipt of my authorization, and if I am hired or engaged to transact business with the Company, throughout my employment or relationship with the Company. I understand that the Company reserves the right to share the information contained in the report(s) with any third-party companies for whom I will be placed to work or with whom I will have a relationship or will have access to the premises. My information will only be used and/or disclosed as permitted by law and as required for creation of any report(s).

I understand and authorize information which is contained in my employment application, or otherwise disclosed by me, may be used for the purpose of obtaining consumer reports and/or investigative background reports at any time during my relationship with the Company. I also understand that nothing herein shall be construed as an offer of employment. I hereby authorize law enforcement agencies, educational institutions (including public and private schools/universities), information service bureaus, consumer reporting agencies, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, my past or present employers, the military, and other information sources to furnish any, and all, information on me that is requested by AGENCY.

**California Applicants Only: I acknowledge receipt of a copy of California Civil Code 1786.22.**

**New York Applicants Only: I acknowledge receipt of a copy of Article 23-A of New York Correction Law.**

You may receive a free copy of any consumer report or investigative consumer report obtained on you if you check the box below.

**I wish to receive a free copy of the report.**

**I HEREBY CERTIFY THAT THIS FORM WAS COMPLETED BY ME, THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT AS OF THE DATE HEREOF AND I AUTHORIZE AGENCY TO OBTAIN A CONSUMER REPORT AND/OR INVESTIGATIVE CONSUMER REPORT ON ME, AS APPLICABLE I acknowledge that the Company has provided me with a copy of *A Summary of Your Rights Under the Fair Credit Reporting Act*.**

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

**Please Print Name:** \_\_\_\_\_

Other names used (alias, maiden, nickname): \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Note: Date of Birth information is required for identification purposes only, and is in no manner used as qualifying for a relationship with the Company.

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

Street Number and Name City State Zip Dates

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

