



**MEALS on WHEELS**  
**WESTERN SOUTH DAKOTA**  
 TOGETHER, WE CAN DELIVER.

Western South Dakota Senior Services, Inc.  
 1621 Sheridan Lake Rd. – Suite C  
 Rapid City, South Dakota 57702-3432  
 Email: [info@mealsprogram.com](mailto:info@mealsprogram.com)  
 (605) 394-6002 – Fax (605)394-6001

**Volunteer Information Form**

Thank you for your interest in Western South Dakota Senior Services, Inc.  
 The information you provide will help us place you in a volunteer position that  
 best suits your interests & skills, as well as the needs of our organization.

**Contact Information**

Date of Application: \_\_\_\_\_ Group: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
 Street address: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Other telephone: \_\_\_\_\_  
 Emergency contact name and number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

Please note federal and insurance regulation limit the type of work volunteers under 16 years  
 of age can perform.  
 Are you under 16 years of age? Yes No

**Legal**

Have you ever been convicted of a crime (other than a traffic violation, speeding, failure to  
 stop at a stop sign, etc)? Yes No  
  
 Are you volunteering as a result of court-ordered community service? Yes No  
 If so, when \_\_\_\_\_ and for what \_\_\_\_\_.

**Areas of interest**

Select areas you are interested in volunteering in: \_\_\_\_\_

Public Relations: \_\_\_\_\_ Fundraising / Events: \_\_\_\_\_ Driver: \_\_\_\_\_  
 Volunteer Relations: \_\_\_\_\_ Office: \_\_\_\_\_ Kitchen Aide: \_\_\_\_\_  
 Provide baked goods for special events: \_\_\_\_\_

**Office Skills:**

Office Skills: \_\_\_\_\_ Computers: \_\_\_\_\_ Financial Training: \_\_\_\_\_  
 Fundraising: \_\_\_\_\_ Grant writing: \_\_\_\_\_ Newsletter Writing: \_\_\_\_\_  
 Press Writing: \_\_\_\_\_ Organizer: \_\_\_\_\_

Serving meals in the following communities

Rapid City, Belle Fourche, Bison, Custer, Dupree, Edgemont, Faith, Hot Springs,  
 Isabel, Lemmon, Newell, Timber Lake & Wall



AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



When are you available to volunteer?

Day (s) Preferred: (Check all that apply)

Once per week      ON:  Monday       Thursday  
 More than once a week       Tuesday       Friday  
 As a substitute       Wednesday       No Preference  
 Weekends/Evenings for Fundraiser/PR

**Driver**

Our insurance company requires all volunteers to possess a valid driver's license and proof of insurance is required from your automobile insurance company.

I have a car available Yes No

Do you have a valid driver's license? Yes No

Enter Driver's License # \_\_\_\_\_ State \_\_\_\_\_

I have auto insurance with

\_\_\_\_\_

Make and year of car

\_\_\_\_\_

If applying for a driver's position, is there a specific area you would prefer? \_\_\_\_\_

Physical limitations

\_\_\_\_\_

Previous volunteer experience:

\_\_\_\_\_

\_\_\_\_\_

Where did you hear about our program? \_\_\_\_\_

\_\_\_\_\_  
Signature of volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature if under 18 yrs.

\_\_\_\_\_  
Date

\_\_\_\_\_



**MEALS ON WHEELS**  
WESTERN SOUTH DAKOTA

1621 Sheridan Lake Rd., Suite C  
Rapid City, SD 57702  
605-394-6002

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

RE: Background Search

Dear Applicant for Employment and/or Volunteer assignment:

You indicated your intent to apply for work as an Employee or Volunteer with Western South Dakota Seniors Services, Inc., doing business as (“dba”) Meals on Wheels Western South Dakota (MOWWSD). As part of the process MOWWSD will obtain a background search about you from a consumer reporting agency. The Fair Credit Reporting Act (FCRA), 15 USC §1681, gives you specific rights in dealing with consumer reporting agencies and applies to employment/volunteer background reports. Before MOWWSD may obtain a background check about you, MOWWSD should:

- Notify you that it might use information in your consumer report (background search) for decisions related to your employment or volunteer assignment.
- Get your written permission authorizing MOWWSD to obtain a consumer report (background search) about you. This authorization allows MOWWSD to get consumer reports throughout the term of employment or volunteer assignment.

Therefore, attached please find:

1. **NOTICE AND DISCLOSURE REGARDING MY BACKGROUND SEARCH REPORTS.**
2. **AUTHORIZATION TO OBTAIN AND USE MY BACKGROUND SEARCH REPORTS.**
3. **PERSONAL IDENTIFICATION AND BACKGROUND INFORMATION FOR USE IN BACKGROUND CHECK BY STERLING.**

Please read the same and if you agree, provide information, sign/date as requested, and return to us, you may make your own copy.

Also, for your reference, attached is a 2-page copy of the Consumer Financial Protection Bureau’s “*A SUMMARY OF YOUR RIGHTS UNDER THE FCRA.*”

Please let us know if you have any questions or need clarification.

Thank you,

## FCRA Summary of Rights

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

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 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 1-888-5-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:**

**FCRA Summary of Rights (cont.)**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<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 20552 +1 (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 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., 8th 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 or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20552 +1 (877) 382-4357</p>

**NOTICE AND DISCLOSURE REGARDING EMPLOYMENT/VOLUNTEER  
BACKGROUND REPORT**

This **NOTICE** serves to inform you that Western South Dakota Senior Services, Inc. *dba* Meals on Wheels Western South Dakota, 1621 Sheridan Lake Rd., Suite C, Rapid City, SD 57702 (“COMPANY”) may obtain from a third-party agency one or more consumer reports (“REPORTS”) which contain background information about you in connection with your employment/volunteer application. If you are hired, COMPANY may obtain further reports throughout your employment/volunteer work without providing further disclosure or obtaining additional consent.

The REPORTS may include, but are not limited to, information about your character, general reputation, personal characteristics, mode of living, credit reports and credit history; criminal and other public records and history; public court records; motor vehicle and driving records; educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, State and DOJ Sex Offender information, Office of Foreign Assets Control (OFAC) check, Government Watch List check, and Office of Inspector General exclusion list search. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

I acknowledge receipt of this standalone consumer report disclosure:

Print Name:	
Signature:	Date:

**AUTHORIZATION TO ORDER AND USE EMPLOYMENT/VOLUNTEER  
BACKGROUND REPORT**

*I have read and understand the above Notice and Disclosure Regarding Employment Background Report ("NOTICE") provided by Western South Dakota Senior Services, Inc. dba Meals on Wheels Western South Dakota, 1621 Sheridan Lake Rd., Suite C, Rapid City, SD 57702 (COMPANY) and this Authorization to Obtain Employment Background Report and Liability Release ("AUTHORIZATION AND RELEASE").* By my signature below, I hereby consent to the preparation of REPORTS by Sterling Infosystems, Inc. ("STERLING"), a consumer reporting agency located at 4511 Rockside Road, 4th Floor, Independence, OH 44131, email: [theadvocates@sterlingvolunteers.com](mailto:theadvocates@sterlingvolunteers.com), phone: 855-326-2860, fax: 855-326-1862, [www.sterlingcheck.com](http://www.sterlingcheck.com), and the release of such REPORTS to the COMPANY and its designated representatives, for use by the COMPANY in making a decision involving me at any time after receipt of this authorization and release and throughout my employment and/or volunteer work. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to STERLING and/or the COMPANY itself and authorize STERLING to provide such information to the COMPANY. I agree that a facsimile ("fax"), electronic or photographic copy of this NOTICE and AUTHORIZATION AND RELEASE shall be as valid as the original.

I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PERSONAL IDENTIFICATION INFORMATION FOR USE TO ORDER BACKGROUND  
CHECK BY STERLING**

PLEASE PRINT

Applicant Name (First, Middle, Last): \_\_\_\_\_

Other names used: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Requires

CDL?  Yes  No

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Dates lived at current address: \_\_\_\_\_

Other Residences/Addresses (Past 7 years):

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

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

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

If more, all other addresses with City, State, Zip Code:

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

Email Address (may be used for official correspondence): \_\_\_\_\_

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

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

DOB: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**