

Return completed form prior to start of program.

Mail To: Harpswell Recreation PO Box 39 Harpswell, ME 04079 or put in the 24 hour drop box to the right of the entrance at the Town Office. Scan and email to recreation@town.harpswell.me.us

## Harpswell Recreation Volunteer/Independent Contract Service Profile

What program are you applying for? \_\_\_\_\_ Date: \_\_\_\_\_

Independent Contractor? \_\_\_\_\_ Volunteer? \_\_\_\_\_ Coach? \_\_\_\_\_

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

Town/Island: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ When is the best time to contact you? \_\_\_\_\_

\*Maiden and/or alternate names you have used in the past: \_\_\_\_\_

Previous Address (if less than 3 years at current address): \_\_\_\_\_

Will you have a child or a relative in this program? \_\_\_\_\_

If yes who? \_\_\_\_\_ Relationship? \_\_\_\_\_

Have you ever been convicted of a criminal offense? Yes No

Have you ever been charged with a crime against a minor? Yes No

Are there any charges currently pending against you? Yes No

If yes to any of the previous 3 questions please explain:

\_\_\_\_\_

PLEASE LIST 3 PERSONAL REFERENCES WHO ARE NOT RELATIVES

Name Address Phone

Name	Address	Phone

Do you have coaching experience? \_\_\_\_\_

What is (or will be) your coaching philosophy? \_\_\_\_\_

**VOLUNTEER AND/OR INDEPENDENT CONTRACT SERVICE DISCLOSURE**

**AUTHORIZATION AND RELEASE FORM**

I understand that in connection with my application for volunteer services and/or independent contract services, the Town of Harpswell and/or Harpswell Recreation or authorized staff will be conducting a criminal background check on me. This background check may include an inquiry into my general character or reputation, volunteer experience and criminal history.

I understand that the Town of Harpswell and/or Harpswell Recreation may rely on any part or all of this information in determining whether to extend an offer of volunteer and/or independent contract service duties to me.

I understand that the background check is being performed as part of the process to evaluate me prior to volunteer and/or independent contract service assignments, and is not conducted for any purpose other than in connection with my application for volunteer status and/or my eligibility for independent contract service.

I understand that none of the information reported by InforMe will be used for any other reason than to evaluate my criminal history to decide whether I am eligible to volunteer and/or be an independent contractor for the Town of Harpswell and/or Harpswell Recreation.

I have read this release and understand that by signing below, \*stating my date of birth and any alternate names in the application, I authorize the Town of Harpswell and/or Harpswell Recreation or employee to conduct a criminal background history check on me, as reported by InforME. I also understand that any information obtained will remain confidential.

**Why We Have This Policy**

To protect the Town of Harpswell, Harpswell Recreation and the children and families living in the community. The town needs to ensure that individuals working with minors have no history of criminal behavior relevant to their volunteer position or independent contract services. Although this is no guarantee against criminal acts, it does reduce the likelihood of crime, and may reduce the Town’s liability in the event a crime occurs. It also helps protect the town from the possibility of lawsuits.

The town recognizes that its need to investigate volunteer and independent contractor’s criminal history must be balanced with the need to protect their privacy. Town policy and state and federal laws recognize the individual’s right to privacy and prohibit Town employees and others from seeking, using, or disclosing personal information except within the scope of their assigned duties.

The following disqualifiers will be used as a guide in determining the volunteer’s eligibility:

Guilty or plea of guilty or no contest to the following:

1. All Sex Offenses (no time limit)
2. All Felony Violence (no time limit)
3. All Felony Offense (past 5 years)
4. All Misdemeanor Violence (past 3 years)
5. Any other Misdemeanor (past 3 years)

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_