

**PENSACOLA STATE COLLEGE
HUMAN RESOURCES OFFICE
VOLUNTEER PACKET**

Volunteer Name _____

Student ID Number _____

Department _____

Department Supervisor _____

Note: Only ***completed*** packets for ***volunteers*** should be sent to Human Resources.

CRIMINAL BACKGROUND CHECKS / FINGERPRINTING PROCESS

Pensacola State College adopted an outsourced process for background checks for all new hires and volunteers since August 1, 2007. Instructions and guidelines are in the web document that employees will use to complete the background check.

All new hires and new volunteers must access the website to complete the background check process:

<https://fingerprint.fadv.com/fpWebApp/webPages/module/home/redirect.jsf>

USER NAME: penemp

PASSWORD: Password1

This link may be accessed at the 'faculty & staff' link from the pensacolastate.edu site. Please reference the Board of Trustees' Policy, 6Hx20.1.036 (under Documents & Links) 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
FAX: 850.484.1711
thenderson@pensacolastate.edu

10/20/2015

**PENSACOLA STATE COLLEGE
VOLUNTEER WORKER APPLICATION**

Name: _____ ID# _____

Address _____ City _____ State _____ Zip Code _____

Telephone: _____
(Home) _____ (Work) _____

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

I can start volunteering on _____, and work 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

The volunteer will be assigned to work in the following capacity: _____
(Describe Capacity)

The volunteer will work on the _____ Campus.

Department/Cost Center Assigned: _____

Department Head's Signature _____ Date _____

Senior Administrator's Signature _____ Date _____

PLEASE FORWARD THE COMPLETED FORM (ORIGINAL)
TO THE HUMAN RESOURCES DEPARTMENT