



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.



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 Information and Instructions

- In accordance with the College policy, **all employees, students, interns, and volunteers must complete a Level I background check** once they have been selected for employment or scheduled for an assignment. Certain positions require a Level II screening, and those new employees will be advised. The College pays the cost of the background check.
- Newly hired applicants/employees will receive an email from **ClearStar - CS Connect** in the email address indicated on the application. The email will provide a link to the ClearStar web service and instructions on how to complete the steps to generate a background check.
- Drug Screening (based on position): Drug screenings will be processed for adjunct faculty in health-field related programs and participating in clinical education at a facility requiring a 10-panel drug screening result; or are employed as bus and/or truck driver required under Department of Transportation for a five-panel drug result. After initial background check, please contact Donna Davidson in Human Resources on how to proceed with the drug screening: ddavidson@pensacolastate.edu, or 850.484.1763. The College pays the cost of the drug screening.
- FDLE Level II background check (based on position): If an FDLE Level II background check is required, those employees will be referred to the live scan location in building 5, Pensacola Campus, **and will complete a VECHS Waiver.**

Questions may be directed to:

Tammy Henderson
Director, Human Resources
Office Phone: 850.484.1766
thenderson@pensacolastate.edu

Mel Miner
Coordinator, Human Resources
Office Phone: 850.484.1726
mminer@pensacolastate.edu

Employee Authorization for Criminal Background Checks

I understand that pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the requirements of the statute will be deemed not qualified to hold employment. A background check will be conducted on every successful candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting an employment application will be disqualified from employment. Please reference the Board of Trustees' Policy, 6Hx20.1.036 and Procedure 438 for further information.

By checking the box in the New Hire Onboarding, I acknowledge that I have read and understand the information on the College's background check policy.



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