



## NATRONA COUNTY LIBRARY

advocating for LITERACY, EDUCATION  
and a THRIVING COMMUNITY

307 East 2nd Street  
Casper, WY 82601  
307.577.READ  
natronacountylibrary.org

### VOLUNTEER APPLICATION FOR ADULTS

Are you looking for ways to get involved at the library? We have both short- and long-term opportunities to fit your schedule. Volunteers receive orientation and training, and work under the supervision of library staff. We will match your time and talents to the best task.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

Why do you want to volunteer at the library? \_\_\_\_\_

\_\_\_\_\_

Work and volunteer experience: \_\_\_\_\_

\_\_\_\_\_

Skills and interests: \_\_\_\_\_

\_\_\_\_\_

When do you want to volunteer? (days and times) \_\_\_\_\_

How long do you want to volunteer? (long or short term) \_\_\_\_\_

What volunteer opportunities interest you?

- \_\_\_ 1. **Adopt a Shelf.** Choose a section and help keep it neat and in order.
- \_\_\_ 2. **Staff Aide.** Help with mailings, finding items on hold, cleaning, distributing posters and other tasks.
- \_\_\_ 3. **Programs and Events.** Assist with programs, special events or computer classes.
- \_\_\_ 4. **Media Attendant.** Help with book repairs and clean movies and children's books.

Many other opportunities are available.

**Thank you for your interest!**

~~~ Please fill out this form and return it to the reference desk. ~~~

*Beginning December 1, 2016, all volunteers must be approved by the Library Executive Director or designee, and submit to and pass a criminal history background check prior to the performance of any assigned tasks. This process will take approximately two weeks.*

## Volunteer Skills and Preferences Checklist

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

### Library/Nonprofit

- Previous library experience: \_\_\_\_\_
- Previous volunteer experience: \_\_\_\_\_
- Planning or assisting with special events
- Fundraising

### Working with People

- Assist children
- Assist older adults
- Coordinate or manage
- Public speaking

### Computers

- Microsoft Office
- Photo editing, graphics and web design
- Internet, email and search engines

### Teaching

Experience or interest teaching:

- Adults
- High school ages
- Middle school ages
- Elementary school ages
- Preschool ages
- Adults or children with special needs

### Languages

- Speak or read foreign language: \_\_\_\_\_
- Interpret foreign language: \_\_\_\_\_
- Sign language

### Local History

- Knowledge of city, county or state history
- Museum or archive experience
- Interest in genealogy and family histories

### Office/Clerical

- Mass mailings
- Filing and sorting
- Making phone calls
- Typing
- Organizing information into a database

### Physical Tasks and Work Environment

- Lift, carry and push heavy objects
- Stand, bend and reach
- Independent projects
- High level of patience
- Enjoy interacting with the public

Prefer:

- Repetition and attention to detail
- Doing something different every time

Prefer:

- Working alone
- Working with others

Prefer:

- Working a set time each week/month
- Working when needed (on-call status)

Prefer:

- Working from home
- Working at library or in the community

### Other

- Please list: \_\_\_\_\_
- Please list: \_\_\_\_\_



Natrona County
Human Resources & Risk
Management Office

200 North Center, Room 300
Casper, WY 82601
Phone (307) 235-9279
Fax (307) 235-9356

Natrona County Public Library - Volunteer Program
Criminal Background Screening Only

Consent to Request Consumer Report & Investigative Consumer Report Information

Grid for Applicant's First Name or Initial

Grid for Last Name

Applicant's First Name or Initial

Last Name

I understand that Natrona County, Wyoming (Natrona County) will use Sterling Infosystems Inc., 1 State Street, New York, NY 10004, (877) 424-2457 to obtain a consumer report and/or investigative consumer report ("Report") for employment purposes.

I understand Sterling Infosystems Inc.'s ("STERLING") investigation may include obtaining information regarding my credit background, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, character, general reputation, personal characteristics and standard of living, driving record and criminal record, subject to any limitations imposed by applicable federal and state law.

The nature and scope of the investigation sought is indicated by the selected services below: (Employer Use Only)

- Criminal Background Check
Employment Credit Report
Employment Verification

I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively "Summaries of Rights").

This consent will not affect my ability to question or dispute the accuracy of any information contained in a Report. I understand if Natrona County makes a conditional decision to disqualify me based all or in part on my Report, I will be provided with a copy of the Report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the Report, I must notify Natrona County within five business days of my receipt of the Report that I am challenging the accuracy of such information with STERLING.

I hereby consent to this investigation and authorize Natrona County to procure a Report on my background.

In order to verify my identity for the purposes of Report preparation, I am voluntarily releasing my date of birth, social security number and the other information and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

The name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries regarding the investigative consumer report is:

Sterling Infosystems, Inc. | 1 State Street, 24th Floor, New York, NY 10004 | 877-424-2457 | or | 5750 West Oaks Boulevard, Ste. 100 Rocklin, CA 95765 | 800-943-2589 | or | 6111 Oak Tree Boulevard, Independence, OH 44131 | 800-853-3228

Signature:

Today's Date:



*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la 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 identify 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 1-888-567-8688.
  - **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)
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**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:**

| <b>TYPE OF BUSINESS:</b>                                                                                                                                                                                                                                                                                      | <b>CONTACT:</b>                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.                                                                                                                                                                                              | a. Consumer Financial Protection Bureau<br>1700 G Street NW Washington, DC 20552                                                                                                      |
| b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:                                                                                                                                                                                      | b. Federal Trade Commission: Consumer Response Center – FCRA<br>Washington, DC 20580<br>(877) 382-4357                                                                                |
| 2. To the extent not included in item 1 above:                                                                                                                                                                                                                                                                |                                                                                                                                                                                       |
| a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks                                                                                                                                                                                                   | a. Office of the Comptroller of the Currency<br>Customer Assistance Group<br>1301 McKinney Street, Suite 3450<br>Houston, TX 77010-9050                                               |
| 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 | b. Federal Reserve Consumer Help Center<br>P.O. Box 1200 Minneapolis, MN 55480                                                                                                        |
| c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations                                                                                                                                                                                                   | c. FDIC Consumer Response Center<br>1100 Walnut Street, Box #11<br>Kansas City, MO 64106                                                                                              |
| d. Federal Credit Unions                                                                                                                                                                                                                                                                                      | d. National Credit Union Administration<br>Office of Consumer Protection (OCP)<br>Division of Consumer Compliance and Outreach (DCCO)<br>1775 Duke Street<br>Alexandria, VA 22314     |
| 3. Air carriers                                                                                                                                                                                                                                                                                               | Asst. General Counsel for Aviation Enforcement & Proceedings<br>Aviation Consumer Protection Division Department of Transportation<br>1200 New Jersey Avenue, SE Washington, DC 20590 |
| 4. Creditors Subject to Surface Transportation Board                                                                                                                                                                                                                                                          | Office of Proceedings, Surface Transportation Board<br>Department of Transportation 395 E Street S.W. Washington, DC 20423                                                            |
| 5. Creditors Subject to Packers and Stockyards Act, 1921                                                                                                                                                                                                                                                      | Nearest Packers and Stockyards Administration area supervisor                                                                                                                         |
| 6. Small Business Investment Companies                                                                                                                                                                                                                                                                        | Associate Deputy Administrator for Capital Access<br>United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416                                 |
| 7. Brokers and Dealers                                                                                                                                                                                                                                                                                        | Securities and Exchange Commission 100 F St NE Washington, DC 20549                                                                                                                   |
| 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations<br>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090                                                                                                       | Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090                                                                                                               |
| 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above                                                                                                                                                                                                                                     | FTC Regional Office for region in which the creditor operates or<br>Federal Trade Commission: Consumer Response Center – FCRA<br>Washington, DC 20580 (877) 382-4357                  |