

Welcome

Volunteer Registration Form



Please mail this registration to Volunteer Coordinator, PENCIL Foundation, 421 Great Circle Road, Nashville, TN 37228 or fax it to 615-254-6748. Questions? Contact PENCIL Foundation at 615-242-3167, ext. 213 or check www.pencilfoundation.org

Thank you for helping students in Nashville public schools!

Please print in ink.

Last Name _____ First Name _____ MI _____

Title (please circle) Mr. Mrs. Ms. Miss Dr. _____

Are you a college student? _____ College or University _____

Local Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Email _____

Please contact me by (circle) Email _____ Work Phone _____ Home Phone _____

Company Name and Address _____

Other languages you speak _____

Please complete Section A if you're already volunteering in a school.
Please complete Section B if you would like for PENCIL to place you in a school.



SECTION A – Already Volunteering

What school/s are you helping? _____

What volunteer role have you chosen? **IMPORTANT:** Please review the accompanying list to select the correct category.



SECTION B – School Placement

I would like to volunteer on (circle) Monday Tuesday Wednesday Thursday Friday Saturday

Preferred location (school or area of town) _____

What volunteer role have you chosen? **IMPORTANT:** Please review the accompanying list to select the correct category.

For PENCIL use: BC:

Or:

Asg:

Prg:

PrinContact:

Volunteer Authorization

BACKGROUND INVESTIGATION QUESTIONNAIRE



Last Name _____ **First Name** _____ **Middle** _____

Current Address _____

Date of Birth _____ **Social Security Number** _____

Please list other names/s used within the last seven years (e.g. maiden or other married names) and year/s of name change.

Please list your residential addresses for the past seven years (write on back if additional space is needed)

1. Street _____ **City** _____ **State** _____

From (month and year) _____ **Until (month and year)** _____

2. Street _____ **City** _____ **State** _____

From (month and year) _____ **Until (month and year)** _____

3. Street _____ **City** _____ **State** _____

From (month and year) _____ **Until (month and year)** _____

Have you been convicted of any criminal offense, either misdemeanor or felony, other than minor traffic violations in the last seven years? Yes No

Are you currently charged or under investigation for any violation of the law other than minor traffic violations? Yes No

Authorization and General Release

I hereby authorize PENCIL Foundation, any or all of its subsidiaries and affiliates and any employee or agent, including Fowlers' Profile Links, Inc., to request and receive any information and records concerning me, including but not limited to, criminal record history, and reports, from any individuals, corporations, partnerships, associations, institutions, schools, governmental agencies and departments, courts, law enforcement and licensing agencies, and other entities. I further release and discharge PENCIL Foundation and any or all of its subsidiaries and affiliates, and every employee or agent including Fowlers' Profile Links, Inc. and all individuals and personal, business, private or public entities of any kind, from any and all claims and liability arising out of any request(s) for, or receipt of, information or records pursuant to this authorization, or arising out of any compliance or attempted compliance, with such request(s). I understand that I have the right to make a written request within a reasonable period of time to Fowlers' Profile Links, Inc. for a complete and accurate disclosure of additional information concerning the nature and scope of the Investigation. I acknowledge that I have voluntarily provided the above information for the purpose of registering with PENCIL Foundation as an MNPS volunteer, and I have carefully read and I understand this authorization.

NOTICE: Fowlers' Profile Links, Inc. requests your Date of Birth solely for the purpose of verifying certain records that may be produced in connection with Fowlers' Profile Link's, Inc. background investigation. It is the policy of this facility to provide equal opportunity to persons regardless of race, religion, age, gender, disability or any other classification in accordance with federal, state and local statutes, regulations and ordinances.

Signature _____ **Date** _____