

# VOLUNTEER WAIVER

*With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*



**HUMAN  
RESOURCES**  
*OUR SERVICES - YOUR FUTURE*

## INSTRUCTIONS

The Department/College must provide each volunteer with a Volunteer Waiver form and a Criminal Background Check form. This form and copies of identification can be delivered to Human Resources NRC 2425 or emailed to [employment@tamucc.edu](mailto:employment@tamucc.edu).

### TO BE COMPLETED BY VOLUNTEER

VOLUNTEER NAME (Last, First Middle)	PHONE NUMBER	EMAIL
DEPARTMENT UTILIZING SERVICES	DATE VOLUNTEER SERVICE BEGINS	ENDING DATE OF SERVICE

I certify that I am offering my services to the Texas A&M University Corpus Christi on a volunteer basis. I further understand that I will receive no pay, benefits or other privileges of employment of any kind for my services. I further understand that I am not eligible for worker's compensation benefits if I am injured or become ill as a result of my volunteer work, and I am not eligible for unemployment compensation benefits when my volunteer assignment ends. I also certify that I have not been promised and have no expectation that I will receive a paid position as a result of my volunteer work.

I certify that I am (check one):

**Not employed by the State of Texas, Texas A&M University Corpus Christi or any other public entity, and I am performing the proposed volunteer work for civic, charitable or humanitarian reasons.**

**I am an employee of the State of Texas, Texas A&M University Corpus Christi. The proposed volunteer work is in a different occupational capacity from that in which I am employed, and I am performing the volunteer work for civic, charitable or humanitarian reasons.**

### SIGNATURES

(1) \_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

(2) \_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

All volunteers must complete a CRIMINAL BACKGROUND CHECK AUTHORIZATION form. Any volunteer who may be responsible for handling cash must also complete the VOLUNTEER NON-DISCLOSURE AGREEMENT FOR VOLUNTEERS HANDLING CASH form.

# CRIMINAL BACKGROUND CHECK AUTHORIZATION

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.



**An Equal Opportunity/Affirmative Action Employer:** Texas A&M University-Corpus Christi does not discriminate on any basis prohibited by applicable law including race, color, religion, sex, national origin, disability, age, citizenship status, or veteran's status in recruitment, employment, promotion, compensation, benefits or training. The information on this form is the property of Texas A&M University-Corpus Christi.

## TO BE COMPLETED BY APPLICANT, EMPLOYEE, VOLUNTEER OR CONTRACTOR

NAME AS IT APPEARS ON SOCIAL SECURITY CARD (Last, First Middle)			UIN / SOCIAL SECURITY NUMBER	
Former names used, including Maiden Name				
RESIDENCE ADDRESS (Number and Street)		CITY	STATE	ZIP
EMAIL ADDRESS		TELEPHONE NUMBER		
RACE	GENDER	DATE OF BIRTH	DRIVER LICENSE NUMBER & ISSUING STATE	

ANTICIPATED DATE OF HIRE	JOB TITLE OF POSITION I AM SEEKING	NAME OF PERSON HIRING ME
DEPARTMENT NAME	PROGRAM NAME, as applicable	

## RESIDENCY INFORMATION List all places of residence since the age of 18. Attach extra pages if needed.

CITY	STATE	COUNTY	COUNTRY
CITY	STATE	COUNTY	COUNTRY

## CONVICTION RECORD - Attach additional pages as necessary

- |   |     |    |
|---|-----|----|
| Have you ever been <u>convicted or pled guilty</u> before a court for any federal, state or municipal criminal offense? | Yes | No |
| Have you ever received <u>deferred adjudication or similar disposition</u> for any federal, state or municipal offense? | Yes | No |
| Have you ever received <u>pretrial diversion or similar disposition</u> for any federal, state or municipal offense?    | Yes | No |
| Have you ever received <u>probation or community supervision</u> for any federal, state or municipal offense?           | Yes | No |
| Have you been convicted of any criminal offense in a country <u>outside the jurisdiction of the U.S.?</u>               | Yes | No |
| As of the date of this consent form, do you have any <u>pending charges</u> against you?                                | Yes | No |

**If you answered yes to any of the questions above, provide details below. Attach extra pages if needed.**

STATE	COUNTY	DATE OF OFFENSE	DETAILS

## ACKNOWLEDGEMENT AND CONSENT

I acknowledge that a facsimile or copy of this document shall have the same validity, force and effect as the original. System Regulation 33.99.14 addresses the operation of criminal history background checks within the A&M System, including appeal procedures. The Texas A&M University System regulations require that an employee must report to his/her supervisor any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine, within 24 hours or at the earliest possible opportunity. Failure to report shall constitute grounds for disciplinary action, up to and including termination. The employee's supervisor must report the arrest(s), criminal charge(s), or conviction(s) to both the head of the department/unit and the Human Resources Office. If you have questions, please contact Human Resources at (361) 825-2627.

I hereby certify that all information provided by me on this form is true, complete, and correct. I understand that any false statements made herein may void my application for employment, be grounds for termination of my current employment and affect my eligibility for future Texas A&M University-Corpus Christi employment.

\_\_\_\_\_  
Signature of Applicant / Employee / Volunteer

\_\_\_\_\_  
Date

**INSTRUCTIONS: Email completed form to [employment@tamucc.edu](mailto:employment@tamucc.edu) or bring in person to NRC Suite 2425.**



**VOLUNTEER NON-DISCLOSURE AGREEMENT  
TO BE FILLED OUT BY VOLUNTEERS HANDLING CASH**

The undersigned volunteer hereby agrees and acknowledges:

1. That during the course of my volunteer work there may be disclosed to me confidential information, including but not limited to personal and confidential information, documents, credit card information, etc.
2. That I shall not during, or at any time after the termination of my volunteer work with Texas A&M University-Corpus Christi, use for myself, my business or others, or disclose or divulge to others including future volunteers, any such confidential information, documents, credit card information, etc.
3. That in the event my volunteer duties require me to handle cash and/or credit card information, that I will complete training required by Texas A&M University-Corpus Christi, including, but not limited to, PCI Security Standards, Cash Handling, etc.
4. That I have never been convicted of a felony.
5. That upon the termination of my volunteer efforts with Texas A&M University-Corpus Christi:
  - a. I shall return to the Texas A&M University-Corpus Christi all documents, credit card information, and property or, as directed by the Texas A&M University-Corpus Christi employee I am reporting to, destroy copies of documents, credit card information, and confidential information. I further agree that I shall not retain any copies, notes or abstracts of aforementioned documents or confidential information.
  - b. Texas A&M University-Corpus Christi may notify anyone of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed

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Section to be completed by Sponsoring Department:

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Sponsoring Department

\_\_\_\_\_  
Date(s) Volunteer Work will be performed

\_\_\_\_\_  
Texas A&M University-Corpus Christi Responsible Party Signature

\_\_\_\_\_  
Texas A&M University-Corpus Christi Responsible Party  
Printed Name and Title

Original document and proof of completed required training must be maintained on file in the Volunteer's Sponsoring Department.