

**Parma Heights
Christian Academy**

**Volunteer
Packet**

Dear Faithful PHCA Volunteer,

Parma Heights Christian Academy values the safety of the children, employees and volunteers who serve our school. It is therefore necessary to take prudent measures to protect those individuals. We respectfully require a background check be conducted for all potential volunteers. The results of this verification process will be used to determine eligibility to serve as a volunteer of Parma Heights Christian Academy.

Thank you for investing your time and talent into the lives of God's children at PHCA. May you know His blessing in return.

Dave Griffey
Administrator

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. The following policies reflect our commitment to provide protective care of children and volunteer workers who participate in school sponsored activities. Adults who have been convicted of either child sexual or physical abuse should not volunteer service in any school sponsored activity or program for children. Adult volunteers should immediately report any behaviors which seem abusive or inappropriate to their immediate supervisor, who will then report to the PHCA administrator.

General Information:

Why do you want to volunteer with kids? _____

What kinds of children's work have you previously been involved in? _____

Have you ever been convicted of abusing anyone physically or sexually? _____

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual or physical abuse? (If yes, explain) _____

Are you currently infected with any communicable disease (aside from general cold or flu)? (If yes, explain) _____

Applicant's Statement:

The information contained in this application is correct to the best of my knowledge. Should my application be accepted, I agree to be bound by the by-laws and policies of Parma Heights Christian Academy, and to refrain from unscriptural conduct. I further state that I have carefully read the forgoing release and know the contents thereof and I sign this release as my own free act. I have read and understand the contents of this form and agree to its terms.

Applicant's Full Name _____ Signature _____

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

To serve as a volunteer with **Parma Heights Christian Academy** (“Client’), I understand that an “investigative consumer report”, as defined by the Fair Credit Reporting Act, will be requested by Client for volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., (“Protect My Ministry”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I serve as a volunteer, throughout the course of my volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see www.protectmyministry.com.

Acknowledgement and Authorization:

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act

I wish to receive a copy of any report on me that is requested.

PLEASE PRINT CLEARLY

Last Name _____ First Name _____ Middle Name/Initial _____

Home Address _____

City _____ County _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

SSN _____ D/L or State ID _____ State Issued _____

Email Address _____ Other Names Used _____

For identification purposes only, please provide FULL DOB: _____

Signature _____ Today's Date _____

Protect My Ministry, Inc.
14499 Dale Mabry Hwy, Ste 201 South
Tampa, FL 33618
Phone: 800-319-5581 Fax: 800-319-5582
www.protectmyministry.com



Declaration of Moral Integrity

Parma Heights Christian Academy (PHCA) expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an employee or volunteer at this school, I _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g. premarital sex, cohabitation, extra-marital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of the Parma Heights Christian Academy. I have read and agree with the *Lifestyle Statement* of Parma Heights Christian Academy.

Employee/Volunteer Signature

Date

Administrator's Signature

Date

"Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex."
Hebrews 13:4 The Message

"A pupil is not superior to his teacher, but everyone [when he is] completely trained – readjusted, restored, set to rights, and perfected – will be like his teacher." Luke 6:40 The Amplified Bible

8971 W. Ridgewood Dr.

Parma Heights, OH 44130

440.845.8668 ph

440.886.5748 fx

office@phcawarriors.com

www.phcawarriors.com



Parma Heights Christian Academy Lifestyle Statement

Parma Heights Christian Academy (PHCA) is a religious, non-profit Christian school representing Jesus Christ throughout the evangelical Christian community worldwide. PHCA requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12, Luke 6:40). Employees and volunteers will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. Employees and volunteers are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees, volunteers or administration.

The PHCA Statement of Faith expects employees and volunteers to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees and volunteers to be Christian role models, includes but is not limited to promiscuity or homosexual behavior – or any violation of the unique roles of male and female (Romans 1:21-27, 1 Corinthians 6:9-20). PHCA believes that biblical marriage is limited to a covenant relationship between a man and a woman.

PHCA employees and volunteers will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment or opportunity to serve within the school. It is the goal of PHCA that each employee and volunteer will have a lifestyle in which "He might have the preeminence" (Colossians 1:18, KJV)

I have read and agree with the Lifestyle Statement of Parma Heights Christian Academy.

Employee/Volunteer Signature

Date

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 that gather and sell information about your creditworthiness to creditors, employers, landlords, and other businesses. The FCRA gives you specific rights, which are summarized below. You may have additional rights under state law. For more information, go to www.ftc.gov/credit, or write to: Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

You must be told if information in your file has been used against you. Anyone who uses information from a consumer reporting agency to deny your application for credit, insurance, or employment – or take another adverse action against you – must tell you and give you the name, address, and phone number of the agency that provided the information.

You can find out what is in your file. At any time, you may request and obtain your report from a consumer reporting agency. You will be asked to provide proper identification, which may include your Social Security number. In many cases the report will be free. You are entitled to free reports if a person has taken adverse action against you because of information in a report; if you are the victim of identify theft; if you are the victim of fraud; if you are on public assistance; or if you are unemployed but expect to apply for employment within 60 days. In addition, you are entitled to one free report every twelve months from each of the nationwide credit bureaus and from some specialized consumer reporting agencies. See www.ftc.gov/credit for details about how to obtain your free report.

You have a right to know your credit score. Credit scores are numerical summaries of a consumer's creditworthiness based on information from consumer reports. For a fee, you may get your credit score. For more information, click on www.ftc.gov/credit. In some mortgage transactions, you will get credit score information without charge.

You can dispute inaccurate information with the consumer reporting agency. If you tell a consumer reporting agency that your file has inaccurate information, the agency must take certain steps to investigate unless your dispute is frivolous. For an explanation of dispute procedures, go to www.ftc.gov/credit.

Inaccurate information must be corrected or deleted. A consumer reporting agency or furnisher must remove or correct information verified as inaccurate, usually within 30 days after you dispute it. However, a consumer reporting agency may continue to report negative data that it verifies as being accurate.

Outdated negative information may not be reported. 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 as determined by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers. A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent. Blanket consent may be given at the time of employment or later.

You may choose to remove your name from consumer reporting agency lists for unsolicited credit and insurance offers. These offers must include a toll-free phone number you can call if you choose to take your name and address off lists in the future.

You may opt-out at the major credit bureaus by calling 1-800-XXXXXXX.

You may seek damages from violators. If a consumer reporting agency, a user of consumer reports, or, in some cases, a furnisher of information to a consumer reporting agency violates the FCRA, you may sue them in state or federal court.

Identity theft victims and active duty military personnel have additional rights. Victims of identity theft have new rights under the FCRA. Active-duty military personnel who are away from their regular duty station may file “active duty” alerts to help prevent identity theft. For more information, visit www.ftc.gov/credit.

The FCRA gives several federal agencies authority to enforce the FCRA:

TO COMPLAIN AND FOR INFORMATION:

Consumer reporting agencies, creditors and others not listed Below

National banks, federal branches/agencies of foreign banks
(word "National" or initials "N.A." appear in or after bank's name)

Federal Reserve System member banks (except national banks,
and federal branches/agencies of foreign banks)

Savings associations and federally chartered savings banks
(word "Federal" or initials "F.S.B." appear in federal institution's
name)

Federal credit unions (words "Federal Credit Union" appear in
institution's name)

State-chartered banks that are not members of the Federal
Reserve System

Air, surface, or rail common carriers regulated by former Civil
Aeronautics Board or Interstate Commerce Commission

Activities subject to the Packers and Stockyards Act, 1921

PLEASE CONTACT:

Federal Trade Commission
Consumer Response Center - FCRA
Washington, DC 20580 1-877-382-4367 (Toll-Free)

Office of the Comptroller of the Currency
Compliance Management, Mail Stop 6-6
Washington, DC 20219 800-613-6743

Federal Reserve Board
Division of the Consumer & Community Affairs
Washington, DC 20551 202-452-3693

Office of Thrift Supervision
Consumer Programs
Washington, DC 20552 800-842-6929

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314 703-518-6360

Federal Deposit Insurance Corporation
Division of Compliance & Consumer Affairs
Washington, DC 20429 800-934-FDIC

Department of Transportation
Office of Financial Management
Washington, DC 20590 202-366-1306

Department of Agriculture
Office of Deputy Administrator - GIPSA
Washington, DC 20250 202-720-7051