



PENSACOLA JUNIOR COLLEGE

HUMAN RESOURCES OFFICE

VOLUNTEER PACKET

Volunteer Name _____

Social Security Number _____

Academic Department _____

Academic Department Head _____

Note: Only Completed Packets, for volunteers, should be sent to Human Resources.



CRIMINAL BACKGROUND CHECKS / FINGERPRINTING PROCESS

PJC has adopted an outsourced process for background checks for all new hires since August 1, 2007, and volunteers. Instructions and guidelines are in the web document that employees will use to complete the background check.

ALL new hires and new volunteers must access the website <http://pjcstaff.sofn.net> to complete the background check. This link will be under the 'faculty & staff' link from the pjc.edu site. Please reference the Board of Trustees' Policy, 6Hx20.1.036 (under Documents & Links from pjcnet) for further information.

Questions may be directed to:

Tammy R. Henderson
Director, Human Resources
1000 College Blvd.
Pensacola FL 32504-8998

Office Phone: 850.484.1766
FAX: 850.484.1711
thenderson@pjc.edu



PENSACOLA JUNIOR COLLEGE
VOLUNTEER WORKER GENERAL RELEASE

I _____
(Volunteer)

of _____
(Street) (City) (State) (Zip Code)

Hereby agree to release, and forever discharge the District Board of Trustees of Pensacola Junior College, its trustees, officers, employees and agents of all liabilities, claims, demands, and actions whatsoever, arise out of 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 Junior College or any premises leased to, used, or under the control or supervision of Pensacola Junior College or while enroute to or from such premises.

In signing this, I acknowledge that I have read this release, that I understand and acknowledge the significance and consequence of this release and that I am signing it voluntarily.

ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK

I agree to comply with the policies and procedures of Pensacola Junior 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 Junior College.

Signature of Volunteer

Date

Signature of Parent (if volunteer is a minor)

Date



PENSACOLA JUNIOR COLLEGE
VOLUNTEER WORKER APPLICATION

Name: _____ SS# _____

Address _____ City _____ State _____ Zip Code _____

Telephone: _____ (Home) _____ (Work)

I wish to volunteer my services to Pensacola Junior college in the following capacity:

I can start work on _____, as needed until further notice, -until _____
My approximate work 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

The volunteer will be assigned to work in the following capacity: _____
(Describe Activity)

The volunteer will work on the _____ Campus.

Department/Cost Center Assigned: _____

Department Head's Signature _____ Date _____

Vice President/ Provost's Signature _____ Date _____

PLEASE FORWARD THE COMPLETED FORM (ORIGINAL)
TO THE HUMAN RESOURCES DEPARTMENT