Intern/Volunteer Application Kit

CONTENTS

Applicants must submit the following:

- Resume
- Cover Letter
- References
- Intern/Volunteer Application
- Non-disclosure Agreement
- Background Check Authorization Form

Attached for your information:

A Summary of Your Rights Under the Fair Credit Reporting Act
CAIR FLORIDA

INTERN/VOLUNTEER APPLICATION

Name: ___________________________ Date: ________________
Address: __________________________________________
   Street   City   State   Zip
email: ___________________________ Phone: _________________________

1. How did you learn about CAIR-Florida? ___________________________

2. Are you over 18? □ Yes □ No

3. Do you have a valid driver’s license? □ Yes □ No

4. Are you either a U.S. citizen or an alien authorized to work in the U.S.? □ Yes □ No

5. Have you ever been convicted or had adjudication withheld in connection with any crime including driving while under the influence of alcohol or drugs? □ Yes □ No

6. Are you currently enrolled in school? □ Yes □ No. If yes, provide name of school and current degree being sought: __________________________________________

7. Check which department you would like to apply for: □ Civil Rights □ Community Outreach & Events □ Interfaith & Youth Program □ Communications □ Administration □ Government Relations □ No preference

7. Applying for: □ Spring □ Summer □ Fall □ Winter

8. Office Location: □ Tampa □ South Florida (Sunrise) □ Orlando □ Northwest FL (Panama City Beach)

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Number of hours per week _______ Schedule valid until _______________________

INTERNSHIP/VOLUNTEER AGREEMENT

“I understand that, by submitting this application, CAIR-Florida has the liberty to place me in the position most suited to my qualifications or the needs of CAIR-Florida. If I am selected as an intern or volunteer, I agree to notify CAIR-Florida, in writing, of my acceptance within one week of being selected. If CAIR-Florida does not receive notification from me, CAIR-Florida can assume that I will not be participating in the internship or the volunteer program.

“I certify that the information I have provided above is complete, accurate, and to the best of my knowledge.”

Signature ______________________ Date ________________

(11/10/2017)
NON-DISCLOSURE AGREEMENT

This agreement dated the _______ day of ______________________, 20____, by and between CAIR-Florida, Inc. (hereinafter called “CAIR-FL”), a not-for-profit, 501(C)(3) corporation existing under the laws of the State of Florida and ______________________ (Associate),

FOR GOOD CONSIDERATION, and in consideration of being employed by CAIR-FL, the undersigned Associate hereby agrees and acknowledges:

1.0 Purpose

That, during the course of the Associate’s employment with CAIR-FL, there may be disclosed certain trade secrets consisting of the following technical and business information, but not necessarily limited to: methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, research projects, customer lists, pricing data, sources of supply, financial and marketing data, merchandising systems or plans, any and all intellectual property including copyrights, trademarks, trade names, service marks, patents, marketing manuals containing propriety information as well as other business or technical information proprietary to CAIR-FL.

2.0 Definitions

“Confidential Information” shall be deemed to mean any information including but not limited to: presentation and training manuals and that which relates to legal research, projects software source code, object code, services, development, processes, purchasing, accounting, flow charts, marketing, merchandising, and/or any customer information, other valuable business information or business practices of CAIR-FL or on their behalf, before or after the date hereof to the Associate, either directly or indirectly, in writing, orally, or by visual inspection. "Confidential Information” shall specifically include materials and information regardless of whether it is in human or machine readable form. Notwithstanding the foregoing information, technical data and knowledge which is generally known to the public or Associate by means other than resulting from said party’s breach under this Agreement or which is or was otherwise available to, known or developed by the Associate, shall not be deemed confidential information to the parties to this Agreement.

3.0 General Provisions

a. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida for performance entirely within the State of Florida.

b. Should litigation arise concerning this Agreement, the prevailing party shall be entitled to attorney’s fees and court costs in addition to any other relief which may be awarded.

c. In the event that any provisions or any portion of this Agreement is determined by competent judicial, legislative, or administrative authority to be prohibited by law, then such provisions or parts thereof shall be ineffective only to the extent of such prohibition without invalidating the remaining provisions of this Agreement.

d. This Agreement contains the full and complete understanding of the parties with respect to the subject matter hereof and supersedes all prior representations and understandings, whether oral or written.
4.0 Non-Disclosure of “Confidential Information”

The Associate agrees to take and protect the secrecy of, and to avoid disclosure or use of, the “Confidential Information” stated herein in order to prevent it from falling into public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information. The Associate covenants to return any originals or copies of confidential and proprietary information obtained during the course of employment, whether tangible or intangible, to CAIR-FL immediately upon termination regardless of whether or not said termination is involuntary. The Associate agrees to not distribute this information by any method; i.e., faxes, voice mail, cellular telephones, electronic mail systems, or computer systems.

5.0 Associate’s Signature

“By signing this Agreement below, I agree that I shall not during my involvement with CAIR-FL or at any time after the termination of my participation with CAIR-FL, use for myself or others or disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data of CAIR-FL and any of its chapters in violation of this agreement including but not limited to directly or indirectly inducing any CAIR-FL customers or clients to patronize any competing professional, canvassing, soliciting, or accepting any business relationship from any customers or clients of CAIR-FL, directly or indirectly requesting or advising any customers or clients of CAIR-FL to withdraw, curtail, and/or cancel such customer’s or client’s association with CAIR-FL, or to directly or indirectly disclose to any other person, firm or corporation the names or addresses of any customers or clients of CAIR-FL.”

IN WITNESS WHEREOF, the parties hereto, through their duty authorized officers, have executed this Agreement as of the day and year set forth above:

ASSOCIATE

Signature

Printed Name

CAIR-FLORIDA, INC.

Signature

Printed Name and Title

7/20/16
BACKGROUND CHECK AUTHORIZATION FORM

CAIR-Florida, Inc. (the “Company”) may request background information about you from a consumer reporting agency in connection with your employment application and for other employment purposes. This information may be obtained in the form of consumer and/or investigative reports. These reports may be requested at any time after receipt of this signed authorization form and, if you are hired by the Company, throughout your employment.

A consumer reporting agency will obtain the reports for the Company. You may obtain their contact information from the Regional Operations Director. Reports may contain information that bear on your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be reported include, but are not limited to, social security number, credit reports, criminal records, public court records, driving records, educational records, employment verifications, personal and professional references, licensing and certification records, drug testing, etc. Information contained in the reports will be obtained from private and public record sources including, as appropriate, personal interviews with other sources such as neighbors, friends, and associates.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act was given to you along with the Pre-employment Application Form.

AUTHORIZATION

“I have carefully read and understand this Personal Disclosure Authorization Form and the accompanying summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency to the Company and its designated representatives and agents. I understand that, if the Company hires me, my consent will apply and the Company may obtain reports throughout my employment.

“I also understand that information contained in my Pre-employment Application form or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining consumer reports and/or investigative consumer reports.

“By my signature below, I authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state, and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

“By affixing my signature below, I certify that the information I provided on this form is true and correct. I agree that this Background Check Authorization Form in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any reports that may be requested by or on behalf of the Company.”

Applicant’s Last Name ___________________________ First _______ Middle _______
Address ___________________________ City/State/Zip ___________________________
Social Security # ___________________________ Date of Birth (for ID purposes) ___________________________
ID # ___________________________ Email ___________________________
Applicant’s Signature ___________________________ Date ___________________________

Tampa – 8056 N 56th St, Tampa, FL 33617; Ph: 813.514.1414; F: 954.272.0491
South Florida – 9000 NW 44th St, #200, Sunrise, FL 33351; Ph: 954.272.0490; F: 954.272.0491
Orlando – 1507 S Hiawassee Rd, #212, Orlando, FL 32835; Ph: 407.440.9252; F: 954.272.0491
Northwest Florida – 8317 Front Beach Rd, #37B, Panama City Beach, FL 32407; 850.851.0330; F: 954.272.0491
info@cairflorida.org; www.cairflorida.org

11/10/17
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 identity 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](http://www.ftc.gov/credit).

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

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<th>TO COMPLAIN AND FOR INFORMATION:</th>
<th>PLEASE CONTACT:</th>
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<tr>
<td>Consumer reporting agencies, creditors and others not listed below</td>
<td>Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-302-4367 (Toll-Free)</td>
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<td>National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)</td>
<td>Office of the Comptroller of the Currency Compliance Management, Mall Step 6-6 Washington, DC 20219 800-613-5743</td>
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<tr>
<td>Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)</td>
<td>Federal Reserve Board Division of Consumer &amp; Community Affairs Washington, DC 20551 202-415-3693</td>
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<td>Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)</td>
<td>Office of Thrift Supervision Consumer Programs Washington, DC 20252 800-842-0520</td>
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<td>Federal credit unions (words “Federal Credit Union” appear in institution’s name)</td>
<td>National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6300</td>
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<tr>
<td>State-chartered banks that are not members of the Federal Reserve System</td>
<td>Federal Deposit Insurance Corporation Division of Compliance &amp; Consumer Affairs Washington, DC 20429 800-934-FDIC</td>
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<td>Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission</td>
<td>Department of Transportation Office of Financial Management Washington, DC 20550 202-366-1306</td>
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<td>Activities subject to the Packers and Stockyards Act, 1921</td>
<td>Department of Agriculture Office of Deputy Administrator - GLS Washington, DC 20250 202-720-7051</td>
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