

# Application

## Contents

### About

Users can access the online Volunteer Application form from the [app picker](#) screen or directly from the URL in your [Volunteer Application](#) preferences.

Volunteer Applications are a two-step process: First, the applicant will enter their personal information and select the facilities at which they would like to volunteer. Then they'll choose from a list of activities based on the [Activities Management](#) settings for the facility or facilities they've chosen.

Once an application has been submitted, operators with the appropriate authority can accept (or reject) the prospective applicant. This can also be done automatically, depending on your [Volunteer Approval](#) preferences.



Want to stop accepting applications for the time being? The form can be turned off in your [Volunteer Application Preferences](#).

### Language

Select the language for which you want to continue viewing the application. Operator-generated content, such as facilities, activities, and availability, will display in the language in which they were written.

The screenshot shows the 'KeepnTrack Demonstration - Volunteer Application' interface. At the top, there is a navigation bar with the following tabs: 'Language' (which is highlighted with a dark background), 'FCRA', 'Personal', 'Contact', 'Facilities', 'Activities', 'Availability', and 'Submit'. The main content area has a light blue background and contains two large, rounded rectangular buttons. The top button is labeled 'Continue in English' and the bottom button is labeled 'Continuar en Español'. Both buttons have a white right-pointing triangle icon on their right side. In the bottom left corner of the main content area, there is the KeepnTrack logo, which consists of a blue gear-like icon followed by the text 'KeepnTrack'.

### FCRA

As part of your application, a background check will be run based on the information you provide. If you consent to this background check, choose the first option; if you deny consent, choose the bottom.

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LanguageFCRAPersonalContactFacilitiesActivitiesAvailabilitySubmit

### FCRA Disclosure Form

Your Volunteer Application is protected by the Federal Fair Credit Reporting Act (FCRA) if third party information is used in the evaluation of your application. Your rights are documented [Here](#).

I freely give my consent for background checks used in the evaluation of this application and understand that the information obtained is subject to the protections of the FCRA and any applicable state laws.

I do not give my consent for background checks to be used in the evaluation of this application and understand it may be rejected based upon this decision.

Cancel



Volunteer applications are protected by the [Federal Fair Credit Report Act](#) (FCRA) when third-party information is used in the evaluation of said application. The applicant can either freely give their consent for background checks with the understanding that the information obtained is subject to the protections of the FCRA and any applicable state laws or deny consent for use of background checks, understanding that their application may be rejected based on this decision.

## Personal

Enter all pertinent personal information for the applicant in the fields described below.

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Only submit one application. To apply to more than one school, please select them in the Facilities section. Fields in Blue are required!

In addition to completing this application, all volunteers must receive volunteer training from a district school. Training will address blood-borne pathogens, sexual harassment, and procedures volunteers are to follow at the local school. A training schedule is available on our Web site.

First Name	<input type="text"/>	Birthdate	<input type="text" value="mm/dd/yyyy"/>
Middle Name	<input type="text"/>	Ethnicity	<input type="text" value="Not Specified"/>
Last Name	<input type="text"/>	Sex	<input type="text" value="Not Specified"/>
Prefix/Suffix	<input type="text"/>	Volunteer Type	<input type="text" value="Not Specified"/>
License State	<input type="text" value="Not Specified"/>	Drivers License Number	<input type="text"/>

Have you ever been convicted of a felony?

☒ Undeclared  
☐ No  
☐ Yes

Reset

Continue

- **First Name.** Enter the first name of the applicant (e.g. Robert). Required.
- **Middle Name.** Enter the middle name of the applicant (e.g. Scott).
- **Last Name.** Enter the last name of the applicant (e.g. Smith). Required.
- **Prefix/Suffix.** Enter any titles that come after the applicant's name (e.g. PhD, Sr, Jr, etc.).
- **License State.** Select the state in which the applicant's vehicle is licensed.
- **Have you ever been convicted of a felony?** Undeclared, No, or Yes. (You can customize this question in [Volunteer Application Preferences](#).)
- **Birthdate.** Enter the applicant's date of birth (mm/dd/yyyy). Required.
- **Ethnicity.** Choose the applicant's ethnicity. (You can choose from a pre-determined list of ethnicities or customize the list in [Kiosk Preferences](#).)
- **Sex.** Select the applicant's gender.
- **Volunteer Type.** Select the type of volunteer they are (i.e. Student, Parent, etc.).
- **Driver License Number.** If applicable, enter the applicant's drivers license number.

## Contact

Enter all pertinent address and contact information for the applicant in the fields described below.

KeepnTrack Demonstration – Volunteer Application			
Language	FCRA	Personal	Contact
Organization		Address Line 1	
Employer		Address Line 2	
Home Phone		City	
Work Phone		State or Province	
Mobile Phone		Postal Code	
Email Address			
Verify Email Address			

Back

Continue

- **Organization.** If applicable, enter the name of business or organization for which this applicant works.
- **Employer.** Enter the employer for which this applicant works.
- **Home Phone.** Enter the applicant's home telephone number.
- **Work Phone.** Enter the telephone number where the applicant can be contacted during normal business hours.
- **Mobile Phone.** If applicable, enter the cell phone number where the applicant can be reached.
- **Address Line 1 & 2.** Enter the full address at which this applicant resides.
- **City.** Enter the name of the city in which this applicant resides.
- **State or Province.** Using the drop-down menu, select the state in which the applicant resides.

- **Postal Code.** Enter the 5-digit ZIP code (zoning improvement plan) in which this applicant resides.
- **Email & Verify Email Address.** Enter the email address where the applicant can be sent electronic notifications; this information is required in order to continue.

## Facilities

Select the facility (or facilities) in which the applicant would like to volunteer. For more information on how to add facilities to this list, please refer to [Facility preferences](#).

The screenshot shows a web application titled "KeepnTrack Demonstration - Volunteer Application". It features a horizontal navigation bar with tabs: Language, FCRA, Personal, Contact, Facilities (active), Activities, Availability, and Submit. The "Facilities" tab is highlighted with a right-pointing arrow. Below the navigation bar, the instruction "Please select all facilities for which you would like to apply." is displayed. A list of facilities follows, each with an unchecked checkbox: "Select All", "Adams Middle School", "Jefferson Elementary School", and "Washington High School". At the bottom of the form, there are two buttons: "Back" on the left and "Continue" on the right.

## Activities

Select the activities for which the applicant would like to volunteer. If you would like more information on how to add activities to this list, please refer to [Activity Management](#).

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Language

FCRA

Personal

Contact

Facilities

Activities

Availability

Submit

Next, select all the activities for which you would like to volunteer.

Facilities

Adams Middle School

Jefferson Elementary School

Washington High School

☐ Select All
 ☐ After School
 ☐ Assembly
 ☐ Classroom
 ☐ Field Trip
 ☐ Mentor

Back

Continue

## Availability

If the applicant has preferred times or information they need to disclose they can submit detailed notes here.

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Language

FCRA

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Contact

Facilities

Activities

Availability

Submit

If you have preferred times that you are able to volunteer, please provide your schedule below. The **Application Notes** field is for any information you feel is relevant to your application.

Preferred Times

Application Notes

Back

Continue

- **Preferred Times.** If the applicant would prefer to volunteer between any specific hours, make note of them here (e.g. "Prefer hours between 8:00am–11:00am").
- **Application Notes.** Any additional, relevant information about the applicant or the application process can be provided here.

# Submit

When all application information has been provided, click Submit . If you would like to disregard the application, you may close the browser window at any time.

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LanguageFCRAPersonalContactFacilitiesActivitiesAvailabilitySubmit

Please review the information below. If you need to make corrections, click on the section above or click the **Back** button. When you are satisfied with the information you have provided, click the **Submit** button below.

Contact

First Name: John  
Middle Name:  
Last Name: Smith  
Suffix:  
Birthdate: 01/01/1985  
Government ID:  
Ethnicity: Caucasian  
Sex: Male  
Volunteer Type: Parent  
License State:  
Vehicle Make, Model, Color:  
Drivers License Number:  
Vehicle Plate Number:  
FCRA Status: Authorized

Organization:  
Employer: ACME  
Address Line 1: 1234 Sycamore Lane  
Address Line 2:  
City: Central City  
State or Province: UT  
Postal Code: 84121  
Home Phone:  
Work Phone: 801-555-1234  
Mobile Phone:  
Email Address: demo@keepntrack.com  
Username:  
Password:  
Felony Conviction: No

Facilities

Adams Middle School  
Classroom  
Jefferson Elementary School  
Washington High School

Field Trip  
Mentor

Availability


Back

Print

Submit

When an application is submitted, KeepnTrack will acknowledge the submission and display a default confirmation message. Depending on your Notifications preferences, you can append the “application received” notice with additional information pertaining to the current status of the application (e.g. Received or Approved). For example:

- If your preferences aren't configured to perform automatic criminal background/sex offender checks or the volunteer was rejected, KeepnTrack will append the default confirmation with the Received notification text.
- If automatic checks are enabled and no red flags are raised (i.e. the volunteer passes the checks), KeepnTrack will append the default confirmation with the Approved notification text.



Notice

Thank you for applying as a volunteer at KeepnTrack Demonstration. Your application form has been received.

Thank you for submitting an application. Once your application has been reviewed you will receive further communications from us.

OK