



## Confidential Information Form for Volunteers and Contracted Workers

The Confidential Employee Information Form should be completed by college volunteers upon agreement of a volunteer arrangement. This form is required; access to college facilities and resources will not be granted until this form is completed.

<b>Volunteer Details</b>	<p><i>Please provide the following details of this assignment.</i></p> <p><b>Department assigned to:</b></p> <p><b>Faculty or staff member responsible for supervising this volunteer role:</b>  <i>Each volunteer must report to a current Bates faculty or staff member.</i></p> <p><b>Volunteer role/title:</b></p> <p><b>Begin date of assignment (required):</b> _____ <b>End date of assignment (required):</b> _____</p>			
<b>Access</b>	<p><b>This volunteer needs:</b></p> <p><input type="checkbox"/> Access to a specific building, please indicate building:</p> <p><input type="checkbox"/> Bates email</p> <p><input type="checkbox"/> Athletic facility access</p> <p><input type="checkbox"/> Library access</p> <p>Additional information:</p>			
<b>Volunteer Information</b>	<b>Last Name:</b>	<b>First Name:</b>	<b>MI:</b>	<b>Preferred 1<sup>st</sup> Name:</b>
	<b>Mailing Address:</b>		<b>Street/Physical Address (if different from mailing address):</b>	
	<b>Home Phone:</b>	<b>Date of Birth:</b>	<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	
	<b>Social Security Number:</b>		<b>Email address (required for background screening):</b>	
	<b>Citizenship (please check one):</b> <input type="checkbox"/> U.S. Citizen (Y) <input type="checkbox"/> Permanent Resident (P) <input type="checkbox"/> Non-Citizen/Non-Resident Alien (N) <input type="checkbox"/> Dual Citizenship (D)			
<b>Emergency Contact Info</b>	<b>Person to contact in the event of an emergency:</b>		<b>Emergency contact's relationship to you:</b>	
	<b>Emergency contact's physical address:</b>		<b>Day phone:</b>	
<b>Signatures</b>	<b>Volunteer Signature:</b>		<b>Signature Date:</b>	
	<b>Department director or dean/vice president signature:</b>		<b>Signature Date:</b>	