



Non-Paid Services Application/Agreement

This application/agreement is ***required*** to be completed by any individual performing services on the Colorado State University Pueblo campus through a temporary employment agency (paid through that agency, not by the university), a court-ordered Community Service program, unpaid internship, volunteer program, or other non-paid type of agreement.

Please note: This application/agreement is not required for the occasional guest lecturer or per providing academic enhancement to the classroom through special presentations.

Individuals must complete and return this application/agreement to hr@csupueblo.edu. Prior to the non-paid assignment ending, the individual must complete a separation checklist to ensure return of any equipment or keys issued and payment of any outstanding balances due to the university. Volunteers performing services through the court-ordered Community Service program must FIRST report to the Intervention Office at 801 W. 4th St. #101, Pueblo, CO 81003. Their phone number is (719) 543-1000. This reporting procedure is extremely important as that office provides liability insurance and also conducts background checks on the individuals. Individuals assigned under Community Service will be provided evidence of registration and documentation of the number of hours they are required to complete.

This application/agreement must be completed and approved by HR before the first day of non-paid service with the university.

SECTION 1: Application

Name: _____

Address: _____

Email address(required): _____

Telephone number: _____

Emergency contact and phone number: _____

Type of service:

Community Service

Temporary employment agency (Express Employment Professionals)

Volunteer (must provide evidence of individual medical insurance)

Other (please specify): _____

Non-paid service start date: _____

Title/Assignment: _____

Department: _____

Volunteer will be (select one):

Working with minors, directly with student, or other vulnerable populations

Handle cash or take payments

Have access to sensitive information

None of the above

**Supervisor: _____

***Supervisor must be listed under a sup. org. in Workday and will be responsible for approving the appropriate tasks in Workday once the volunteer is entered as a 'Contingent Worker'*

SECTION 2: Agreement and Consent for Background Check

I _____ agree to donate my time/effort to the university as non-paid service provider. I understand that I am not employed by Colorado State University Pueblo and am therefore not covered under Worker's Compensation and cannot file for medical benefits in case an accident occurs.

By signing this agreement, you are giving consent for Colorado State University Pueblo to conduct a background check on you; this background check will be performed by HireRight. You will receive email/text communication from HireRight to submit your information for the background check. Your appointment is contingent upon review and approval of your background check, pursuant with the Background Checks for Employment Purposes policy (https://www.csupueblo.edu/general-counsel/_doc/background-checks-for-employment-purposes-policy.pdf).

I understand that I am required to have evidence of my own medical insurance coverage and a copy must be attached to this document. Additionally, I understand that I may not operate a state vehicle unless specifically authorized to do so as part of my assignment through a temporary employment agency. In such case, I will provide proof of a valid and unrestricted driver's license.

I have read, understand, and agree to comply with the following:

- [Drug-free Workplace Statement](#)
- [Acceptable Use Policy for Technology](#)
- [Resources Non-Discrimination & Sexual Misconduct Statement](#)

Print Name: _____

Date: _____

Signature: _____