



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, or other non-paid type of agreement.

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

Individuals must complete and return this application/agreement to hr@csupueblo.edu before the first day of service. 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: _____ Date of birth (required) : _____

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: _____ End 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 listed must have a sup. org. assigned to them 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.

(Initial) _____ I understand that I am required to have evidence of my own medical insurance coverage and attest that my medical insurance coverage is current and active.

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).

Additionally, I understand that I may not operate a state vehicle.

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

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

Print Name: _____

Date: _____

Signature: _____

Once this application is approved, you will be entered into Workday (the universities HR/Payroll system) as a Contingent Worker with the title of Guest. You will receive an email from Workday that you tasks awaiting you where you will verify your information is correct. You will not be able to access Workday until you receive a separate email with your NetID and have completed the activation step.