

# Background Screening Instructions

## Instructions:

1. Open your web browser to the following URL:  
**https://bib.com/SECUREVOLUNTEER/WILLIAMSBURG-AREA-FAITH-IN-ACTION**
2. Click "I Want to Volunteer."
3. Follow the online prompts to review the disclosure and your rights.
4. Electronically sign the "Authorization and Acknowledgement" page.
5. Complete **ALL** fields on the "Tell Us About Yourself" form.
6. Follow the online prompts to submit your form.
7. You will receive an email confirming your submission. The email will also include a web link for you to track your application.

**SecureVolunteer**  
Powered by BIB

**Tell us about yourself.**

**Please enter your information.**  
Required fields are marked with an asterisk

**\*Name \***  
First\* Middle Last\*

Address: Please enter your Mailing Address below. We will send your volunteer card to this address.  
**Mailing Address\* Apt # City\* State\***

**Zip\***

**Phone\* Email\* Confirm Email\***

**Date of Birth\* Confirm Date of Birth\* SSN\* Confirm SSN\***  
 /  /   /  /   /  /   /  /

**Gender:**

**Please enter volunteer details.**  
Please enter volunteer locations one at the time. You will have the opportunity to add up to three locations.

**Where Will You Volunteer? \* Reason for Volunteering \***

**Select "Williamsburg Faith In Action" from the drop-down box.** (Annotation pointing to the first dropdown)

**Select "Community Service" from the drop-down box.** (Annotation pointing to the second dropdown)

Please describe how you would like to volunteer \*

**Enter "Volunteer" in this box.** (Annotation pointing to the text input box)