

Volunteer Application



APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available			Social Security No.		
Position Applied for					
Are you a citizen of the United States?		YES	NO	If no, are you authorized to work in the U.S.?	
				YES	
Have you ever worked for this company?		YES	NO	If so, when?	
Have you ever been convicted of a felony?		YES	NO	If yes, explain	

EDUCATION					
High School			Address		
From	To	Did you graduate?	YES	NO	Degree
College			Address		
From	To	Did you graduate?	YES	NO	Degree
Other			Address		
From	To	Did you graduate?	YES	NO	Degree

REFERENCES	
Please list three professional references.	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

DO YOU HAVE ANY HISTORY OF:

- Alcohol or drug abuse ()Yes ()No
- Mental illness ()Yes ()No
- Contagious Disease(s) ()Yes ()No

PROBLEMS WITH THE LAW

- Have your ever been arrested? ()Yes ()No
- Have you ever been accused of child neglect or abuse? ()Yes ()No
- Has your driver's license ever been suspended or revoked? ()Yes ()No
- Probation ()Yes ()No

Please explain if any answer is "Yes": _____

BACKGROUND QUESTIONS

1. Has a criminal, civil or internal complaint to management or supervisors at places of employment/ volunteering ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of such activities? ()Yes ()No If yes: please explain

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed, disposition of the complaint; and identify by name & title, the person(s) who investigated the complaint and the person who adjudicated the complaint.

2. While employed in a child care program, have you ever been the subject of disciplinary action, or been the part responsible for a child care facility receiving an administrative fine or other disciplinary action? () Yes () No If yes, please explain:

3. Do you presently serve, or have you ever served, as a volunteer for any organization, entity or group in which you had significant contact with children or other vulnerable populations (i.e. elderly, mentally or emotionally challenged, etc.) ()Yes ()No If yes, please provide the name, address and telephone number of the organization; period of volunteer service, supervisor's name; and briefly describe your activities and/or duties.

4. Have you ever terminated any employment or volunteer service or chosen not to renew or continue any employment or volunteer service or have you ever had employment/volunteer service terminated, or been subject to any disciplinary action against you for reasons relating to allegations of sexual misconduct or child abuse by you? ()Yes ()No

If yes, please explain. Please include in your explanation the date, nature and place of the occurrence(s) or allegation(s); and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address and telephone number.

5. Have you ever been convicted of a crime (other than a minor traffic violation)? Yes No If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

6. Have you ever been reprimanded, investigated, or dismissed from a position for grounds that include or involve immoral conduct, unprofessional conduct, unethical conduct, harassment, including sexual harassment, unfitness for service, etc.? Yes No If yes, please explain incident, and provide name of supervisor, telephone numbers, dates, etc.

7. Have you ever been a defendant in a civil action for an intentional tort, including but not limited to, assault, false imprisonment, rape, etc.? Yes No

PRIOR EXPERIENCE WORKING WITH CHILDREN/YOUTH: (please check those that apply)

Children (up to age 10) Explain

Name, address and phone number of your Supervisor:

Youth (11-14) Explain

Name, address and phone number of your Supervisor:

Teens (15-18) Explain

Name, address and phone number of your Supervisor:

WHAT WOULD YOU SAY ARE YOUR STRONGEST GIFTS?

PLEASE DESCRIBE IN YOUR OWN WORDS WHAT PROMPTED YOU TO VOLUNTEER YOUR SERVICES WITH THIS PROGRAM.

The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me. I authorize the Multi-Cultural Resource Center for Children & Families Inc., its employees and agents, to make inquiries, including criminal history, employment history and driving history. I hereby release and agree to hold harmless from liability any person(s) or organization, who, in good faith, provides information to complete a background investigation. I also agree to release and hold harmless the local organization, school, or other institution, and the officers, employees and volunteers thereof from any present or future claim of any kind resulting from any alleged liability for conducting a background investigation which may include, but not limited to, criminal courts, state and county and national repositories of criminal records. Under the penalties

of perjury, I declare that I have read the foregoing, and the facts alleged are true to the best of my knowledge and belief.

I also declare that I have read the **Volunteer Code of Conduct** and have been given a copy for reference.

Based on this code, I promise that, **As a volunteer, I will:**

- Avoid situations where I am alone with children and/or youth at program activities.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, *or* comparison when working with children and/or youth.
- Refuse to accept expensive gifts *from* children and/or youth *or* their parents without prior written approval from the administrator.
- Refrain from- giving expensive gifts to children and/or youth without prior written approval from the parents *or* guardian and the administrator.
- Report suspected abuse to the Director, administrator, *or* appropriate supervisor and the abuse Hotline 1-800-96ABUSE. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, I will not:

- Smoke *or* use tobacco products in the presence of children and/or youth.
- Use, possess, *or* be under the influence of alcohol at any time while volunteering.
- Use, possess, *or* be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers *or* other contagious situations).
- Strike, spank, shake, *or* slap children and/or youth. Humiliate, ridicule, threaten, *or* degrade children and/or youth.
- Touch a child and/or youth in a sexual *or* other inappropriate manner.
- Use any discipline that frightens *or* humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that any action inconsistent with the above or with the Volunteer Code of Conduct or failure to take action mandated by the Code of Conduct may result in my removal as a volunteer with children and/or youth.

Volunteer's Printed Name & Signature

Date

Director's Printed Name & Signature

Date