



VOLUNTEER APPLICATION

❖ >> PRINT CLEARLY - UNREADABLE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

❖ >> COMPLETE ALL INFORMATION. * REQUIRED FOR BACKGROUND CHECK

PERSONAL INFORMATION:

*First Name	*Last Name	*Middle Name	Today's Date
*Home Street Address		*Primary Phone: [] Cell [] Home [] Work	
*City, State, Zip		Alternate Phone: [] Cell [] Home [] Work	
Personal E-Mail Address (PRINT IN BLOCK CAPS)		*Social Security Number:	
Are you 18 years of age or older? Yes No	*Date of Birth:	[] Male [] Female	Race/Ethnicity
TYPE OF VOLUNTEER: [] GENERAL VOLUNTEER [] INTERN [] JOB SHADOWING [] OTHER:			

Do you have a current Driver License? No Yes	Driver License Number:	State:	Expiration Date:	Do you have a reliable transportation? No Yes Describe:
Have you previously applied to work/volunteer with us? No Yes: Month _____ Year _____ Position:			Have you ever worked/volunteered here before? No Yes: Month _____ Year _____ Position:	
Have you, in the last 7 years, been convicted of a DUI? No Yes	Have you ever been convicted of a felony? Yes No <i>(A conviction does not automatically disqualify you for volunteering. Factors such as age, date of conviction, seriousness and nature of the crime, and rehabilitation are considered)</i>			
Reason for conviction:	Date of conviction:	State & County of conviction:		

VOLUNTEER PREFERENCES & AVAILABILITY:

Interests and Special Skills (check all that apply)	
<input type="checkbox"/> Education (College/Trade School) <input type="checkbox"/> Health & Wellness <input type="checkbox"/> Sports <input type="checkbox"/> Art & Culture <input type="checkbox"/> Leadership Development <input type="checkbox"/> Cooking/Baking <input type="checkbox"/> Games (Chess, Bridge, Euchre) <input type="checkbox"/> Tutoring, Reading, Homework Help <input type="checkbox"/> Other _____	<input type="checkbox"/> Mentoring <input type="checkbox"/> Club Facility maintenance (painting, landscaping) <input type="checkbox"/> Special Skills (web design, photography, finance. Etc.) <input type="checkbox"/> Music <input type="checkbox"/> Dance <input type="checkbox"/> Career Exploration <input type="checkbox"/> Crafts (Jewelry making, Pottery, Crocheting, Knitting, Quilting/Sewing) Are you Bilingual? __ Yes __ No What Language(s) _____

INDICATE PREFERENCES, DAYS AND TIMES YOU ARE AVAILABLE TO WORK.

DAYS AVAILABLE:	PREFERENCES:	LOCATION PREFERENCE:	HOURS AVAILABLE:
[] MONDAYS [] TUESDAYS [] WEDNESDAYS [] THURSDAYS [] FRIDAYS	[] PREFER DAYS [] PREFER EVENINGS [] FLEXIBLE [] OTHER:	[] NO PREFERENCE [] FAIRFIELD [] TIMOTHY L JOHNSON [] BROOKMILL [] FELLOWSHIP	PER DAY _____ PER WEEK _____ PER MONTH _____

EDUCATION:

School	Names of School/College:	Course of Study	Years Completed	Did you Graduate?	Degree or Diploma
High School				[] Yes [] No	
College				[] Yes [] No	
Graduate School				[] Yes [] No	
Business/Trade/Technical				[] Yes [] No	
Other Education and Training				[] Yes [] No	

APPLICATION EXPIRATION:

This application expires 60 days from the date of application. If you have not been invited to interview within that time period, it is likely the position has been filled. To be considered for volunteering beyond this time period, you will need to submit another application.

- This volunteer application is not to be construed as an application or offer for paid employment now or in the future.

BACKGROUND CHECKS: A criminal records and motor vehicle/driving background check, and references checks will be conducted to develop information concerning your suitability for volunteering at the Boys & Girls Clubs of Fort Wayne (BGCFW). Date of Birth and Social Security Number is required for background checks and is not used for any other purpose.

APPLICANT’S STATEMENT:

I confirm that the information supplied is true and correct. I understand that false or misleading information given in this application and/or interview(s) will be cause for rejection/release. I also understand that I am to abide by all rules and regulations of the Boys & Girls Clubs of Fort Wayne.

By signing and dating this application, I authorize BGCFW to conduct a background search in order to determine my eligibility as a volunteer for any of the BGCFW locations. I agree to hold harmless the Boys & Girls Clubs of Fort Wayne, law enforcement agencies, and background search organizations in regard to the use of the information authorized for release. BGCFW reserves the right to reject this application without recourse against BGCFW or any of its employees, officers, directors, agents, affiliates, or other designees. I also hereby authorize BGCFW to independently verify all information provided on this application and/or in an interview.

Signature of Volunteer: **X** _____ Date: _____

VOLUNTEER CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

It is the Boys & Girls Clubs of Fort Wayne (BGCFW) policy to provide a safe, secure and confidential work environment that is protected from exposure to any private, personal, or confidential information. This includes but is not limited to any and all information written or oral regarding the privacy, confidentiality, identities, business information, sources of supply, financial data, marketing information, sub-contractors, administrative and electronic information, paperwork, files, records, notes, texts, emails, social media, photos, videos, images, oral or audio recordings, earnings information, and personnel records.

AGREEMENT TO NOT DISCLOSE CONFIDENTIAL INFORMATION:

While being a volunteer, intern, or job shadowing, currently or at any time after, I hereby agree and acknowledge to not use for myself or others, nor disclose or reveal directly or indirectly by any manner, any written, oral, or electronic private or confidential BGCFW information. This includes but is not limited to names and any personal information of Club members and staff. Additionally I will use reasonable efforts to prevent unauthorized use or disclosure of confidential information by keeping such information secure.

Upon the termination of volunteering from BGCFW, I shall return to the BGCFW all documents, property, information and materials relating in any way to the BGCFW business that may have been obtained by me during the course of volunteering. I further agree I shall not retain copies, notes or abstracts of the foregoing, including all electronic documents.

Violation of confidentiality is considered serious and is subject to immediate disciplinary action up to and including release and possible legal action.

I have read, understand and agree to comply with the above policy.

Signature of Volunteer: **X** _____ Date: _____

EMERGENCY CONTACT PERSON(S):

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Primary Phone: _____

Primary Phone: _____

Alt. Phone: _____

Alt. Phone: _____

Address: _____

Address: _____

City: _____

City: _____

ST: _____ Zip: _____

ST: _____ Zip: _____

Notes/Instructions:

Notes/Instructions:



**BOYS & GIRLS CLUBS
OF FORT WAYNE**

Volunteer Code of Ethics

As a volunteer for the Boys & Girls Clubs of Fort Wayne, I agree to the following Code of Ethics:

- ❖ I promise to keep matters confidential.
- ❖ I promise to fulfill my volunteer duties in a professional manner.
- ❖ I expect to fulfill my volunteer duties according to agreed upon standards.
- ❖ I will respect Club Member's rights at all times and in all circumstances.
- ❖ I am responsible for familiarizing myself with the rules, policies and mission of the Boys & Girls Clubs of Fort Wayne.
- ❖ I agree to attend a Volunteer Orientation at the Fairfield Site before volunteering with Club Members.
- ❖ I will notify the Clubs if I am unable to attend as scheduled.
- ❖ I will notify the Unit Director of any problems or concerns I have regarding the Club Members I come in contact with.
- ❖ I understand that the misrepresentation or omission of information requested is just cause for dismissal as a volunteer.

As a volunteer, I agree to abide by the policies and mission of The Boys & Girls Clubs of Fort Wayne and to fulfill the volunteer responsibilities to the best of my ability.

Volunteer's Name _____ Date _____

Volunteer's Signature _____