



VOLUNTEER APPLICATION

Boys & Girls Clubs of Gloucester County, Inc. considers all applicants for employment and volunteer service without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, we comply with applicable state and local laws prohibiting discrimination in employment for any reason or protected class. The Boys & Girls Clubs also provide “reasonable accommodations” to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state laws.

Please answer all appropriate questions completely. All information is kept confidential and is for use by the Boys and Girls Clubs only. Thank you for your interest in the Boys and Girls Club of Gloucester County.

Name: _____

Date of Birth: _____

Home Street: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile: _____

Email: _____

Are you: Employed _____ Unemployed _____ Retired _____ Student _____

If employed, does your employer have an “employee volunteer program”? Yes No

Name of your employer: _____

Does your employer have a matching program for your volunteer hours? Yes No

Are you volunteering to meet church, school, or college community service requirements?

Yes No

If so please provide the appropriate forms, if any, for verification of your service.

Have you attended college? Yes No

If so, please list your highest degree earned: _____

What is your reason for volunteering?

Are you volunteering due to a court order to perform community service? Yes No

Have you ever been charged or convicted of a misdemeanor or felony involving domestic violence, assault, theft, arson, embezzlement, abuse of the elderly, abuse of a minor, sexual abuse of a child or adult, sexual assault, stalking, or indecent acts to another human being or animal? Yes No

List any previous volunteer experiences:

What type of volunteering are you interested in?

What type of volunteering are you NOT interested in?

What days and times are you available to volunteer? _____

Languages Spoken: _____

Languages you can read and write: _____

Preferred Method of Contact? Home Phone Cell phone Email Text

How did you hear about us? _____

Do you need any reasonable accommodations that may help you perform your volunteer role?

REFERENCES: Please list three people who know you well and can attest to your character, skills and dependability. Include your current or last employer.

<u>Name/Organization</u>	<u>Relationship to You</u>	<u>Phone</u>	<u>Years known</u>
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APPLICANT AGREEMENT AND AUTHORIZATION TO RELEASE REFERENCE INFORMATION

The information I have provided on this application is true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application materials, or during any interviews, may be considered sufficient cause for rejection of my application and also for dismissal, if discovered after I am employed or have begun a volunteer assignment.

Any offer of employment or volunteer service I may receive from Boys & Girls Clubs of Gloucester County, Inc. (BGCGC) is contingent upon my successful completion of the organization’s total pre-employment screening process, including the organization’s receiving references that it considers satisfactory, and my satisfactory completion of any post-offer pre-employment medical examination. I hereby consent to having the results of any post-offer pre-employment medical exam disclosed to BGCGC.

I hereby consent to permit the BGCGC to contact anyone it seems appropriate to investigate or verify any information provided by me to discuss my suitability for a volunteer position, including my background, volunteer experience, education or related matters. I expressly give my consent to any discussions regarding the foregoing and I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar cause of action, against anyone providing such information.

I hereby authorize any organization affiliated with the Boys and Girls Clubs to investigate my background as necessary for the consideration of my application for the position of _____.

I understand that as a condition of employment or volunteer service, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed or selected for volunteer service, I may be required to submit to any alcohol or drug screening at any time at the discretion of BGCGC.

I authorize Boys & Girls Clubs of Gloucester County, Inc. to investigate all statements in this application and to secure any necessary information from all my employers, references, academic institutions and all other necessary sources. I hereby release all of those employers, references, academic institutions, Boys & Girls Clubs of Gloucester County, Inc. and all others from any and all liability arising from their giving or receiving information about my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, driver’s abstract from a Bureau of Motor Vehicle check and any other background check deemed necessary.

I also authorize Boys & Girls Clubs of Gloucester County, Inc. to supply information about my employment record or volunteer service, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release Boys & Girls Clubs of Gloucester County, Inc. from any and all liability for proving this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

I understand that nothing in this employment/volunteer application, in Boys & Girls Clubs of Gloucester County’s policy statements or personnel guidelines, or in my communications with any Boys & Girls Clubs of Gloucester County, Inc. official is intended to create a contract between Boys & Girls Clubs of Gloucester County and me. I also understand that Boys & Girls Clubs of Gloucester County, Inc. has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that if an employment relationship is established, that either the employer or employee may terminate the employment relationship at any time, for any reason, with or without prior notice.

I hereby acknowledge that I have read and understand the preceding statements.

Signature

Date

VOLUNTEER SKILLS INVENTORY

Please place an "X" before all the skills you have and are willing to share.

MARKETING/FUND DEVELOPMENT

- Fundraising Writing
- Grant Proposal Writing
- Marketing/Advertising Writing
- Graphic Design
- Photography
- Typing
- Copy editing

COMPUTER SOFTWARE

- Microsoft Word
- Microsoft Excel
- Power Point
- Quicken/QuickBooks
- Donor Database / Software
- Other: _____

WEBSITE & COMPUTERS

- Website Design/copywriting
- Information Management
- Database Management
- Programmer
- Desktop Publishing
- Troubleshooting/Repair

BUSINESS & MANAGEMENT SKILLS

- Administration/office work
- Bookkeeping
- Accounting /Finance/Budgeting
- Attorney/Legal matters
- Research
- Program Management/Design
- Personnel/Human Resources
- Marketing/Public Relations
- Board/Committee Management
- Project Management
- Event Planning
- Notary Public

PROFESSIONAL TRAINING

- Electrician
- Doctor
- Plumber
- Nurse
- Carpenter
- Small Repairs
- CPR
- First Aid
- Teaching

Teaching subject(s)

TUTORING/MENTORING

- STEM activities
- Social Media
- Homework Assistance
- Sports & Recreation Activities
- Culinary Activities
- Reading
- Music, Dance
- Art, Drawing etc.
- Foreign Languages
- Other:
