



Office Only  
Placed At:  
\_\_\_\_\_

**Volunteer Job Application**  
Please complete both pages

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Phone: H \_\_\_\_\_ W \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ birth date: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**I. BACKGROUND**

Education Background: \_\_\_\_\_  
Current Employer/School: \_\_\_\_\_  
Skills & Interests: \_\_\_\_\_  
Do you have any special certifications, licenses or degrees?

**II. AVAILABILITY**

Please list your available hours for volunteering at the Boys & Girls Club:  
**Monday** \_\_\_\_\_ **Thursday** \_\_\_\_\_  
**Tuesday** \_\_\_\_\_ **Friday** \_\_\_\_\_  
**Wednesday** \_\_\_\_\_ **Saturday** \_\_\_\_\_  
**Sunday** \_\_\_\_\_

What age group would you like to work with? \_\_\_\_\_

**III. REFERENCES**

How did you hear about us?  
 Client agency, which one: \_\_\_\_\_  Advertisement \_\_\_\_\_  
 Referred by a friend or B&G member  Other: \_\_\_\_\_

**List name and phone of two personal references (other than family):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Known Since: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Known Since: \_\_\_\_\_

Have you ever been convicted of anything other than a minor traffic violation? Yes or No  
If yes: Date: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_  
Type of conviction: \_\_\_\_\_

*I give my permission for the Boys and Girls club of the Redwoods to contact the references I have listed.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**  
*Please read and complete page 2 & 3*

**Office Use Only:**

**Date Application Received:** \_\_\_\_\_ **Collected By:** \_\_\_\_\_

Site Name

**Initial Call:** \_\_\_\_\_ **Interview:** \_\_\_\_\_ **Accepted as Volunteer:** No \_\_\_ Yes \_\_\_  
Date & Time Date & Time



### **Volunteer Policies:**

- 1) Dress appropriately. Policies on dress codes are applicable to volunteers and staff.
- 2) Do not smoke anywhere within the view of the building.
- 3) Obscene language, inappropriate conversation content and aggressive behavior will not be tolerated by members, volunteers, parents or staff.
- 4) If a member is not following behavior guidelines, make them aware of this in a respectful manner. It is important to be consistent when working with members and the consequences of their behavior. Please tell a staff member and we will follow through if a member has violated the policy. It is okay to redirect a child to an alternate activity or ask them to take a five minute "time out" so they can sit and think about their **behavior** and what they might have done differently for better resolve.
- 5) Please do not bring in special treats, etc. without first consulting with staff. Do not give or loan money to any member.
- 6) Members may want to see you outside the Boys & Girls Club, and that is not allowed. This includes giving them rides home, to school, meeting at the park, for pizza, etc.
- 7) Members respond best to positive statements first and constructive criticisms. (Such as how to make improvements when drawing, playing basketball, etc.)
- 8) If you are facilitating an activity, be as creative and assertive as possible. If you are too submissive the members will "walk" all over you. If you are having a hard time, please ask for assistance from another staff member.
- 9) Members may begin to feel comfortable opening up to you. Should this happen, please do not council or give controversial advice. If you share personal experiences, please make sure that they are appropriate for the maturity level of the member. Please suggest that the member talk to a trained staff member about personal issues.
- 10) Please respond to a trained staff member at once about any injuries or conversations, in which you suspect the member may be experiencing neglect, emotional, physical, or sexual abuse.

I \_\_\_\_\_ have read the above policies on volunteer for the Boys & Girls of the Redwoods and understand them fully. If I ever have any questions on policies, I will check with a staff member for clarification.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Last revised 4\_2013



**BOYS & GIRLS CLUB  
OF THE REDWOODS**

3117 Prospect Ave. Eureka, CA 95503  
(707)441-1030

**AUTHORIZATION TO RELEASE INFORMATION**

My signature below evidences my understanding that I am being considered for the position of \_\_\_\_\_ at \_\_\_\_\_ and that I hereby authorize the Boys & Girls Club of the Redwoods to receive any criminal history record information pertaining to be which may be in the files of any state or local criminal justice agency in California. I further understand that information obtained during the investigation may be used as a basis for the denial of appointment or reappointment, as well as termination when appointed to the above position pending completion of my records check investigation I understand that refusal to sign this release will result in termination of the appointment process. All information I hereby authorize to be obtained will be held strictly confidential.

I certify that the following information is my true and complete legal name and that all information contained herein is true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Former Names and Time Frames

\_\_\_\_\_  
Sex                                      Ethnicity                                      DOB                                      SSN

\_\_\_\_\_  
Driver's License Number                      State of Issue                      Expiration date

\_\_\_\_\_  
Print Current Full Address                                      Dates Occupied

\_\_\_\_\_  
Previous Address                                      Dates Occupied

\_\_\_\_\_  
Signature                                      Date

\_\_\_\_\_  
Witness to Signature                                      Date