

# VOLUNTEER SERVICE APPLICATION



**BOYS & GIRLS CLUB**  
OF DECATUR  
859 N. Jasper St.  
Decatur, IL 62521  
P: (217) 422-9605  
F: (217) 422-9133

## PERSONAL INFORMATION:

Full Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last Middle First

Current Address: \_\_\_\_\_  
Street City Zip

Primary Phone: \_\_\_\_\_ Secondary Phone \_\_\_\_\_ Message Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Age: \_\_\_\_\_

Previous Addresses  
(within the past 7 years): \_\_\_\_\_  
Street City Zip

\_\_\_\_\_ Street City Zip

\_\_\_\_\_ Street City Zip

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender  M  F Ethnicity \_\_\_\_\_

## EDUCATION HISTORY:

High School: \_\_\_\_\_ Last Year Attended: \_\_\_\_\_  
Name Address City State

College: \_\_\_\_\_ Last Year Attended: \_\_\_\_\_  
Name Address City State

## EMPLOYMENT HISTORY:

Current or Most Recent  
Employer Name: \_\_\_\_\_ May we contact this employer?  Yes  No

Current Employer Address: \_\_\_\_\_  
Street/PO Box City State Zip

Employment Period: \_\_\_\_\_ - \_\_\_\_\_ Annual Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Previous Employer Name: \_\_\_\_\_ May we contact this employer?  Yes  No

Previous Employer Address: \_\_\_\_\_  
Street/PO Box City State Zip

Employment Period: \_\_\_\_\_ - \_\_\_\_\_ Annual Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Previous Employer Name: \_\_\_\_\_

May we contact this employer?  Yes  No

Previous Employer Address: \_\_\_\_\_

Street/PO Box

City

State

Zip

Employment Period: \_\_\_\_\_ Annual Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

### PERSONAL HEALTH:

What is your current health condition?

Excellent

Good

Fair

Poor

Do you have any limitations?

Physical

Mental

Medications

Please explain your limitations: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### VOLUNTEER INTEREST:

Have you ever performed volunteer services:

Yes

No

If so, where, when and what was your experience?

**Name**

**Volunteer Dates**

**Experience**

Name	Volunteer Dates	Experience
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever worked or volunteered at a Boys and Girls Club facility?

Yes

No

If so, where: \_\_\_\_\_

Facility Address:

City:

State:

Zip:

Phone:

In what capacity did you volunteer? \_\_\_\_\_

Are you currently affiliated with any organizations:

Yes

No

List organizations:

**Name**

**Position Held:**

Name	Position Held:
_____	_____
_____	_____
_____	_____

In what areas of interest are you looking to volunteer?

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Education/Tutoring | <input type="checkbox"/> Game Room/Recreation | <input type="checkbox"/> Career Development      | <input type="checkbox"/> Internship           |
| <input type="checkbox"/> Fine Arts          | <input type="checkbox"/> Technology/Computers | <input type="checkbox"/> Music/Performing Arts   | <input type="checkbox"/> Sports/Fitness       |
| <input type="checkbox"/> Teen Programs      | <input type="checkbox"/> Administration       | <input type="checkbox"/> Inclusion/Special Needs | <input type="checkbox"/> Health & Life Skills |

Other: \_\_\_\_\_

Do you have a valid driver's license  Yes  No License #: \_\_\_\_\_ State: \_\_\_\_\_

Will you be volunteering as part of a corporate/community program or organization?  Yes  No

If yes, what is the name of the program/organization? \_\_\_\_\_

**AVAILABILITY :**

What days and hours are you available to volunteer?

Day:	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
Time:						

Are you seeking to volunteer for an extended period?  Yes  No  
 1 month or less  1 to 3 months  3 to 6 months  School year only  Other \_\_\_\_\_

**REFERNCES:**

Have you ever been convicted of a misdemeanor or felony?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list three (3) personal references, not related to you:

<i>Name</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Phone</i>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**STATEMENT OF UNDERSTANDING**

I fully understand that with any placement of volunteer services that I may receive, may be contingent upon my passing a physical examination, including a drug and alcohol screening.

I authorize the Boys & Girls Club of Decatur, Inc. to inquire of any and all persons, other than my present employer (unless I grant permission), whom I have named in this application or others that I might subsequently name, as to my character and ability, and as to statements contained herein. I hereby release from all liability or damage persons named in this application and the Boys & Girls Club of Decatur, Inc. Furthermore, I understand that misrepresentation or omission of facts in this application is cause for its cancellation or for immediate termination of volunteer services in the event I am subsequently placed by the Boys & Girls Club of Decatur, Inc.

I understand and acknowledge that acceptance of this application is not an expressed or implied promise by the Boys & Girls Club of Decatur, Inc. My services may be terminated, with or without cause and with or without notice, at anytime at the option of the Boys & Girls Club of Decatur, Inc. or myself. This policy cannot be changed, except in writing, signed by myself and an officer of the Boys & Girls Club of Decatur, Inc.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Club Representative \_\_\_\_\_ Date \_\_\_\_\_

***For Office Use Only:***

Application Received By: _____	Date: _____
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Background Check Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
Date Interviewed: _____	Orientation Date: _____ Start Date: _____
Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Denial: _____



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## Criminal Background Screening

A Criminal Background Screening which includes; a basic search of the (1) National Criminal File; (2) the Social Security Verification; and (3) the National Sex Offender Registry is requested on the following individual who has indicated a desire to participate as a volunteer and/or employee for the Boys & Girls Club of Decatur, Inc. This program requires that a background check be made to try to provide for the most positive influence upon our youth.

Name: \_\_\_\_\_  
First Middle Maiden Last

Home Address: \_\_\_\_\_

State & Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_  
First Middle Maiden Last

Fathers Full Name: \_\_\_\_\_  
First Middle Last

I hereby authorize the Boys & Girls Club of Decatur, Inc. to utilize any reporting agency to release any and all information requested for the purpose of a criminal background screening; and I hereby release, acquit, and agree to hold harmless from any and all resulting liability and covenant not to sue any reporting agencies in connection with releasing such information to the Boys & Girls Club of Decatur, Inc.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date