



CORPS LOCATION _____

Volunteer Application

DOING
THE MOST
GOOD

Contact Information

Please Circle One: Mr. Ms. Mrs. Miss Dr. (Please Print Clearly)

Name: _____ Date of Birth: ____/____/____
LAST FIRST MIDDLE MONTH DAY YEAR

Address: _____ Apt. #: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Work Phone: () _____ Other: () _____

In case of emergency, please contact: _____ Phone: () _____ Relation: _____

Have you ever been convicted of a felony? ____ Yes ____ No

Have you ever been convicted of a misdemeanor? ____ Yes ____ No

If yes, please explain: _____

NOTE: A conviction will not necessarily disqualify an applicant from volunteering. The applicant should not disclose any information regarding criminal arrest or conviction records that have been expunged or sealed.

Employment & Education

I am currently: ____ Employed ____ Un-employed ____ Retired ____ Student

Employer/School Name: _____ Address: _____

Education (check all that apply): ____ High School Graduate ____ Undergraduate Degree ____ Graduate Degree ____ Other:

Major: _____ Major: _____ Minor _____

Areas of Interest & Availability

Please check all areas which you are interested in volunteering.

General Opportunities:

- Bookkeeping
- Clerical/Data Entry
- Disaster Services
- Driver
- Food Pantry Sorting
- Food/Supply Pick-up/Delivery
- General Maintenance
- Grounds Maintenance
- Home/Hospital Visitation
- Homeless Outreach
- Janitorial
- Meal Preparation/Servers
- Nursing Home Visitation
- Photography

- Receptionist
- Senior Programs
- Special Projects
- Other: _____

Seasonal:

- Bell Ringer
- Bell Ringer Coordinator
- Kettle Driver
- Adopt-a-Family
- Toy Shop Distribution
- Toy Shop Set-up/Clean-up
- School Supply Distribution
- Summer Youth/Family Camp
- Other: _____

Youth/Children:

- Preschool Helper
- Day Camp Counselor
- Reading/Education Tutor
- Childcare Assistant
- Instructors
- Boy Scouts
- Activity Assistant
- Recreational Organizer
- Clothes Drive Coordinator

I certify that this information, to the best of my knowledge, is true. I understand that any misrepresentation of facts, no matter when discovered, is cause for immediate discharge. I acknowledge that this application form must be completed fully in order to be considered for volunteering in any Salvation Army program.

Signature: _____ Date: _____

Office
Use

To HR: ____/____/____

Corps Name: _____

Approved: ____ Yes ____ No

Type: ____ Regular ____ Community Service ____ Teen

CORPS LOCATION _____

VOLUNTEER/SALVATION ARMY AGREEMENT

DATE: _____

VOLUNTEER: _____

PLACEMENT: _____

1. I will volunteer for _____ hours _____ days at _____.
2. I will try to provide at least 24 hours notice to The Salvation Army if I am unable to volunteer (except in sudden illness or emergency).
3. I will give prior notice if volunteer obligation is to be terminated or interrupted for an extended period of time.
4. I will facilitate record keeping by signing in and out when working and by wearing identification when required.
5. I will attend orientation sessions, and training and continuing education programs when possible.
6. I will maintain a nonjudgmental attitude with clients.
7. I will protect confidential information and exercise good judgment when acting on the agency's behalf.
8. I will accept supervision with a willingness to learn and a willingness to ask about things I do not understand.
9. I will become familiar with and adhere to the policies and procedures of the program.

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Reviewed by: _____ Date: _____

Coordinator of Volunteer Services

AGREEMENT, AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION

PLEASE TYPE OR PRINT

I, _____
 LAST NAME FIRST NAME MIDDLE NAME (PLEASE INCLUDE Jr., Sr., II, III Etc.)

understand that in conjunction with my application for employment, work to be performed under contract, promotion, volunteer position, reassignment, and/or retention ("Engagement"), **The Salvation Army** will use the services of an outside agency to research and verify the information I have provided on my application for Engagement including my personal background, character, professional standing, work history and qualifications. This agency will provide a written report of its findings to **The Salvation Army**. **The Salvation Army** uses **Abso**, a consumer-reporting agency, as an agent to perform its Employment related background investigations.

Abso will utilize various sources of information it deems appropriate including but not limited to: criminal records, current and former employers, department of motor vehicle records, military records, credit reporting agencies, education records, licensing authorities, state and federal sanctioning authorities, professional and personal references and workers compensation records including any and all injuries in compliance with the Americans with Disabilities Act. I agree, authorize and consent to the release and disclosure of any and all information including but not limited to the above to **The Salvation Army**, and **Abso**.

I agree, authorize and consent to the procurement of a Consumer Report and/or an Investigative Consumer Report and understand that it may contain information about my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This authorization in original or copy form shall be valid for my term of Engagement from the date indicated next to my signature. According to the Fair Credit Reporting Act, I will be notified by **The Salvation Army** if Engagement is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to **The Salvation Army**. I further understand that I may request a copy of the report, and that when doing so, proper identification will be required and I should direct my request to: **Abso**, 3009 Douglas Blvd., 3rd Floor, Roseville, CA 95661. I understand that residents of all states will automatically receive a copy of the report if an adverse action is taken regarding the employment application, or upon request as outlined herein.

CHECK THIS BOX IF you are applying for work with a California, Minnesota or Oklahoma based employer and you would like a copy of your Consumer Report if one is prepared in the investigation of your background. CA Codes 1785.20.5 & 1786.16(a)(5)(b)(1), MN Code 13C Subdivision 2, OK Code 24 O.S. §148

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES. PLEASE PRINT CLEARLY.

Signed	Today's Date
Name as it appears on your driver's license	Position Applied For
Social Security Number	Date of Birth
Driver's License Number	State

Other names you have used, or are also known as, including maiden name, name changes and any aliases:

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

	Mo./Yr. / Mo./Yr
Current Address: _____	/
Street Apt.# City State Zip Code	From / To?
Former Address: _____	/
Street Apt.# City State Zip Code	From / To?
Former Address: _____	/
Street Apt.# City State Zip Code	From / To?
Former Address: _____	/
Street Apt.# City State Zip Code	From / To?

Guidelines for Adults Working with Children or Youth

Note: We live in an age where child abuse is a reality in our society. The Salvation Army must deal with this issue as a "good shepherd" by taking steps to protect the children in our care. The Salvation Army has implemented a policy that will safeguard our children while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be strictly followed by anyone working with youth in The Salvation Army. We pray for God's blessing for our children, workers, and ministry.

Before You Begin

- **Six-Month Guideline**—Volunteer applicants for serving children or youth should be members or regular attendees of The Salvation Army for at least six months before becoming children or youth workers.
- **Completion of Application**—All applicants must complete and sign an application Form.
- **Release Authorization Form**—All applicants must complete and sign a Release Authorization Form.
- **References**—After gaining the applicant's permission, a unit leader will contact references. Persons asked to give references may be suggested by applicants or selected by unit leaders. The unit may contact employers, former ministers, persons who have supervised applicants in church or volunteer work previously, or others who may provide useful reference information.
- **Interview**—All applicants must be interviewed by a unit representative to determine their suitability for working with young people. Information from this interview will not be released to unauthorized persons.
- **Background Check and Social Services Registry**—After gaining the applicant's permission, a unit leader will conduct a criminal background check and a registry check for applicants. *(Social services registry checks may not be available in all states).*
- **Driver Application Form**—All youth workers who will be driving children or conducting other Salvation Army business must complete and sign a Driver Application Form.
- **Signed Agreement to Follow Guidelines**—All workers must sign the agreement at the end of these guidelines to show their commitment to observe these guidelines.

Guidelines

- **Two Adult Guideline**—Whenever feasible, a youth will not be in the primary care of only one adult. Teams of adults (preferably male and female) will supervise activities. This guideline has three purposes: it provides for more than one adult to help ensure

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appropriate levels of supervision, it protects adults from unfounded allegations, and it lessens the possibility of an adult becoming a “guru” who thrives on the dependency of youth as well as an adult having undue influence over an individual youth.

Guidelines for Touching-- We live in an age where child abuse is a reality in our society. The Salvation Army should deal with this issue as a “good shepherd” by taking steps to protect the children in our care. The Salvation Army has implemented guidelines for touching that will safeguard our children while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be carefully followed by anyone working with children and youth.

1. Hugs, kisses and other forms of **appropriate** physical affection between workers and children are important for a child’s development and are generally suitable in our unit.
 2. Physical affection should be appropriate to the age of the child or youth. (For example, it is generally appropriate for a four-year-old to sit in a nursery worker’s lap and give a kiss on the cheek, but it is not appropriate for a teenager and youth leader to behave this way.)
 3. Touching should be initiated by the child or youth. It should be a response to the child’s need for comforting, encouragement, or affection. It should not be based upon the adult’s emotional need.
 4. Touching and affection should only be given when in the presence of other children’s ministry or youth workers. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present, and the touching is open to observation. This rule is especially important when diapering a baby or helping a young child change clothes or use the restroom.
 5. Touching behavior should not give even the **appearance** of wrongdoing. As Salvation Army representatives, our behavior must foster trust at all times; it should be above reproach.
 6. A child’s preference not to be touched should be respected. Do not force affection upon a reluctant child.
 7. Workers are responsible to protect children under their supervision from inappropriate touching by others.
 8. Workers must promptly discuss inappropriate touching or other questionable behavior by other workers with their supervisor or commanding officer.
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- **Overnight Activities**—At least two adults will supervise overnight activities. If the participants are male and female, then male and female chaperons must be present. If these conditions cannot be met, then the event should be postponed. It is never appropriate for an adult chaperon who is not a family member to share a bed with a youth. Males and females attending events must not share the same sleeping quarters and should have separate access to bathroom facilities. Experienced adult workers should be included with adults who are newcomers to youth ministry.
 - **Individual Counseling**—Team counseling is preferable whenever possible. When team counseling sessions are not feasible, notify another adult of the location and with whom

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you are meeting. Counseling should be done in a public place where private conversations are possible but occur in full view of others. Guard carefully to avoid seclusion. If possible, have female adults counsel female youth and male adults counsel males. A male/female team is generally appropriate for counseling either gender.

- **Long-Term Counseling**—Workers should not meet with youth more than three times to discuss the same issue. Youth workers are not prepared or supported for long-term counseling or formal therapy. Adult leaders are encouraged to refer youth who they suspect have a serious need for counseling to professionals in the community. Questions about referral must be discussed promptly with the youth program leader or the service/corps.
- **Informal Contact (Independent of Salvation Army Activities)**—Informal contact refers to phone calls, letters, or face-to-face contact between an adult worker and a youth that is not connected to official Salvation Army activities. The Salvation Army recognizes that informal contact between worker and youth frequently occurs. For example, workers may hire teens as baby sitters for their own children, or workers may see kids during social events with the child's family. This interaction is usually legitimate and beneficial. However, workers should seek permission of parents before having informal contact with their child. The worker should clearly let the parent know the nature of the contact, and that it is not part of an official Salvation Army activity. Parents are responsible for monitoring this informal contact.
- **Transportation To and From Meetings**—Transportation to and from meetings is not part of corps activities except in those cases when Salvation Army vehicles and drivers are provided as a component of the activity. Parents are responsible for providing or arranging for this transportation to all activities that do not include planned transportation by the corps/service/program. Parents are discouraged from asking workers to transport children informally. However, if a worker does transport a child at the parent's request, this should be recognized as informal contact (not a part of corps activities), and the guidelines for informal contact should be followed (see paragraph above).

Note: The practice of workers transporting minors is discouraged because it may lead to problems. However, if your unit chooses to allow this on a limited basis, the authors suggest you ask parents to initial a memo explaining that these rides are not a part of unit activity, and the parent is responsible for supervising such activity.

- **Transportation as a Part of Corps Activities**—Units may provide transportation as an official part of some corps activities. For example, corps may provide transportation to out-of-town events or field trips. When children are transported as a part of unit activities,

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all relevant guidelines will apply. Following the "two adult guideline" and having all drivers complete a Driver Application Form are especially important.

- **Confidentiality**—Workers must report to an appropriate leader if a minor discusses harming himself or others, committing a crime, or being abused. There are limits to confidentiality when working with youth. Questions about such cases or other issues of confidentiality must be discussed promptly with the supervisors or commanding officer/administrator. Conferring with an officer on sensitive issues is **not** considered breaking a confidence.
- **Youth Supervising Youth**—Minors may help adults lead youth activities only under the direct leadership of adults. A minor may **not** be used to meet the team leadership or team counseling guidelines discussed above.
- **Gifts**—Workers are generally discouraged from giving personal gifts or money to youth. When the giving of *personal gifts* is desired, the worker must first notify parents and his or her supervisor. Gifts can be easily misinterpreted. Gifts given to groups of young people are appropriate, such as graduation presents or awards for participation. Group gifts do not require notification of parents or supervisors.
- **Corporal Punishment**—Corporal punishment (hitting or spanking) and other forms of punishment involving physical pain are not appropriate in Salvation Army activities. This rule holds true even if parents have suggested or given permission for corporal punishment. Workers must consult their supervisors if they need help with misbehaving youth or discipline techniques.
- **Open Door Guideline**—All children's and youth events should be open door. This means that workers, parents, and corps members have a right to observe any activity. Minors and parents should be informed that there are *never* secret activities or initiations in any Salvation Army programs.
- **High Adventure Activities**—Special precautions must be taken on high adventure activities such as: rock climbing, hiking, overnight camps, raft trips, or the like. Both physical safety and safety from abuse are at risk in high adventure situations. A high ratio of adults to youth is recommended. Guides for high adventure activities should be licensed by the sports governing body or government authorities to guide groups whenever possible. High adventure camping often raises unique circumstances involving individual privacy, sleeping arrangements, bathroom facilities, and so on. Adult leaders must be vigilant to avoid suspicious or misinterpreted behavior in these circumstances.
- **Dating or Sexual Involvement**—No adult youth worker is to date a youth or be romantically or sexually involved with a youth. Any adult with prior incidents of sexual

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misconduct may not be a youth worker or serve in any capacity caring for minors in The Salvation Army.

- **Workers must report suspected or observed misconduct** by other workers to the youth program leader or officer/administrator immediately.
- **Supervision and Communication**—Youth workers must meet on a regular basis with the youth program leader, and the youth program leader must meet with the officer in charge/administrator periodically to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, guideline clarification, personal feelings, or other issues that may interfere with youth ministry efforts.
- **Workers must avoid even the appearance of misconduct.** This is necessary in order to maintain parental confidence and avoid mistaken allegations.
- **Workers who disobey these guidelines may result in suspension or termination of employment (if applicable).**

I have read the guidelines above. I agree to observe them faithfully:

Signature _____ **Date** _____

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THE SALVATION ARMY
PARENTAL CONSENT FORM AND RELEASE OF LIABILITY

I, _____ Parent/Guardian of _____, a minor ("Volunteer"), give my consent for my son/daughter/guard to volunteer for the _____ Corps. My son/daughter may assist in various tasks such as: _____ etc. I have spoken with my son/daughter/guard and he/she is in full understanding about his/her conduct on the premises and that any failure to abide by the rules of the corps/unit including negligent, willful or intentional acts or other inappropriate behavior towards any other volunteers, employees, recipients, or The Salvation Army property will result in discontinuance of his/her volunteer services, his/her being financially liable for his/her actions and he/she and I agree to reimburse The Salvation Army for all damages caused by his/her such conduct.

I consent to The Salvation Army administering or consenting to the administration of any medical care to the Volunteer, as The Salvation Army deems appropriate in the circumstances, including transportation to a medical facility by ambulance, as deemed necessary at my expense.

I release and discharge and hold The Salvation Army harmless including its employees, volunteers, agents, successors and assigns, from any and all liability, claims, demands, damages, costs, legal fees and causes of action in respect to death, injury, loss of damage to the Volunteer, whether or not resulting from my child's/guard's negligence or the negligence of others, or from accidents without negligence and from the intentional acts of others arising out of Volunteer's participation with The Salvation Army. I understand my child/guard's attendance and participation in The Salvation Army activities is fully voluntary and I am allowing him/her to participate at his/her own risk.

I understand that no monetary compensation for the services performed will be received. The Salvation Army does not provide workers compensation insurance coverage for Volunteer participants. A Volunteer shall be "at-will" and such relationship shall be terminable "at-will" by The Salvation Army or the Volunteer at any time with or without cause.

I hereby acknowledge that I have read, understand and agree to this document and that it contains a release of liability.

Parent/Guardian Signature: _____

Date: _____

Witnessed by: _____

Date: _____