



BOYS & GIRLS CLUB
OF FLAGSTAFF

Volunteer Application

All fields are **REQUIRED** for volunteer consideration.

Last Name		First Name		Middle Name	
Phone Number		Social Security Number		Birth Date	
Home Address					
Mailing Address (if different)					
Length of time at present address:					
Previous Address(es): (Please indicate 10 years of previous addresses including city, state, zip, and county.)					
Current Employer (address, city, state, ZIP, telephone)			Occupation		
			Length of time with present employer		
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Days and hours available to work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Do you have transportation? Yes No

Auto liability insurance? Yes No

Have you ever volunteered with the Boys & Girls Club? Yes No

Previous volunteer experience:

Hobbies & interests:

Special skills, knowledge, training, etc.:

Are you certified in CPR? Yes No First Aid? Yes No

EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE	DEGREE
HIGH SCHOOL			Y N	
COLLEGE/ UNIVERSITY			Y N	
OTHER SCHOOLS (graduate, technical, business, military, etc.)			Y N	

WORK EXPERIENCE

(Start with current to last employer first. Do not detail duties and responsibilities if described in attached resume.)

COMPANY NAME: _____ YOUR TITLE: _____

COMPANY ADDRESS: _____ CITY/STATE/ZIP: _____

DATE STARTED: _____ ENDED: _____ SALARY STARTING: _____ EDNDING: _____

SUPERVISOR'S NAME _____ SUPERVISOR'S TITLE _____ TELEPHONE _____

MAY WE CONTACT EMPLOYER
 YES NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

WORK EXPERIENCE

COMPANY NAME: _____ YOUR TITLE: _____

COMPANY ADDRESS: _____ CITY/STATE/ZIP: _____

DATE _____ SALARY _____

STARTED: _____ ENDED: _____ STARTING: _____ EDNDING: _____

SUPERVISOR'S NAME _____ SUPERVISOR'S TITLE _____ TELEPHONE _____

MAY WE CONTACT
EMPLOYER
 YES NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

WORK EXPERIENCE

COMPANY NAME: _____ YOUR TITLE: _____

COMPANY ADDRESS: _____ CITY/STATE/ZIP: _____

DATE _____ SALARY _____

STARTED: _____ ENDED: _____ STARTING: _____ EDNDING: _____

SUPERVISOR'S NAME _____ SUPERVISOR'S TITLE _____ TELEPHONE _____

MAY WE CONTACT
EMPLOYER
 YES NO

BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

In accordance with Arizona State Law (ARS§A 41-1758.03) all applicants for employment and/or volunteer status must certify that they are not awaiting trial and have never been convicted of or admitted in open court or pursuant to a plea agreement committing any of the following offenses in this state or similar offenses in others states or jurisdictions:

- Sexual abuse of a minor
- Incest
- First or second degree murder Kidnapping
- Arson
- Sexual assault
- Sexual exploitation of a minor
- Felony offenses involving contributing to the delinquency of a minor
- Commercial sexual exploitation of a minor
- Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous or narcotic drugs
- Felony offenses involving the possession or use of marijuana or dangerous drugs
- Misdemeanor offenses involving the possession of marijuana or dangerous drugs
- Burglary in the first degree
- Burglary in the second or third degree
- Aggravated or armed robbery
- A dangerous crime against children as defined in section 13-604.01
- Child abuse
- Sexual misconduct with a minor
- Molestation of a child
- Voluntary manslaughter
- Assault or aggravated assault
- Exploitation of minors involving drug offenses

A background check on all employees and volunteers will be completed verifying the applicant's claim that he/she has never committed any of the above offenses. Upon completion of a background check, Club staff will review and take into consideration the mitigating circumstances according with the policies located in the Boys & Girls Clubs of America Staff Screening Guide.

All records and background check results will be shared with the applicant and placed in his or her file upon hiring. Those results that return in a unacceptable manner will also be shared with the applicant and put on file with the Club's administration office. All results and or other personal records will be kept strictly confidential.

References

List three references who you have known for at least two years. Do not include relatives. We would like one of your references to be your current employer/supervisor. If this is not possible, please use one of the following:

- Past employer, if you have worked with in the past two years.
- Professor/Advisor who knows you as a student.
- Minister/Community representative who knows you well.

Name
Address
City, State, ZIP
Home Phone:
Work Phone:
Relationship to you:
Length of Acquaintance:
Can he/she be contacted at work: [] Yes [] No

Name
Address
City, State, ZIP
Home Phone:
Work Phone:
Relationship to you:
Length of Acquaintance:
Can he/she be contacted at work: [] Yes [] No

Name
Address
City, State, ZIP
Home Phone:
Work Phone:
Relationship to you:
Length of Acquaintance:
Can he/she be contacted at work: [] Yes [] No

Please inform your references that we will be contacting them.

The undersigned acknowledges and agrees that: 1. he/she is not obligated, if called upon, to perform the volunteer services herein applied for; 2. he/she certifies that the information on this application is true, accurate, and complete; 3. he/she understands that said information will be used in the agency volunteer selection process; and 4. that final selection is also based on the results of a background check.

Signature of applicant

Date

Return all applications to the Boys & Girls Clubs of the Flagstaff:

301 S. Paseo del Flag. Flagstaff, AZ 86001

For office use only

Reference Number

Sent

Received

1.

2.

3.