



**BOYS & GIRLS CLUBS**  
OF CENTRAL TEXAS  
(254) 699-5808

**VOLUNTEER WORKER APPLICATION/AGREEMENT**

UNIT: \_\_\_\_\_ LOCATION: \_\_\_\_\_

<b>VOLUNTEER NAME:</b> FIRST			M.I.			LAST			
<b>MAILING ADDRESS:</b>						<b>APT #:</b>			
<b>CITY:</b>				<b>STATE:</b>		<b>ZIP:</b>			
<b>DRIVERS LICENSE #:</b>				<b>STATE:</b>		<b>EXPIRATION:</b>			
<b>SOCIAL SECURITY #:</b>				<b>DATE OF BIRTH:</b>					
<b>EMAIL ADDRESS:</b>				<b>TELEPHONE #:</b>					
<b>ETHNICITY:</b>			<input type="checkbox"/> African American		<input type="checkbox"/> Caucasian		<input type="checkbox"/> Asian / Pacific Islander		
			<input type="checkbox"/> Hispanic		<input type="checkbox"/> Multi-Racial		<input type="checkbox"/> Native American		

**PRESENT OCCUPATION:**

<b>EMPLOYER:</b>			<b>JOB TITLE:</b>		
<b>EMPLOYER ADDRESS:</b>			<b>WORK PHONE:</b>		
<b>CITY:</b>			<b>STATE:</b>		<b>ZIP:</b>

**VOLUNTEER EXPERIENCE:**

Organization	Duties	Dates	Contact Person	Phone #

**REFERENCES**

Reference Name	Address (City, State, Zip)	Daytime Phone #	How long have you known this person?	Has this person agreed to provide a reference?
Professional / Civic				
Personal				
Personal				

**HOW LONG CAN YOU COMMIT TO THIS VOLUNTEER OPPORTUNITY?**

Please list **dates or length of time:** (total hours) you are interested in committing:

<b>ONE-TIME:</b>	<b>WEEKLY:</b>	<b>MONTHLY:</b>	<b>SEASONAL:</b>
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**WHAT DAYS & TIMES CAN YOU DEDICATE TO THIS VOLUNTEER OPPORTUNITY?**

Please list **times and days** you are interested in volunteering:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

**IS THERE A PARTICULAR GROUP YOU ARE INTERESTED IN WORKING WITH?**

Please mark all that apply:

<b>Males</b>	<b>Females</b>	<b>6-9</b>	<b>10-12</b>	<b>13-15</b>	<b>16-18</b>	Adults only – no children on site
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**PLEASE LIST YOUR HOBBIES & INTERESTS:**

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**PLEASE INDICATE THE TYPE OF ACTIVITY YOU ARE INTERESTED IN:**

<input type="checkbox"/> Tutoring & Homework Help – specify interest(s)	<input type="checkbox"/> Special Interest Classes / Teaching a Hobby– specify
<input type="checkbox"/> Computers or Other Educational Activity – specify	<input type="checkbox"/> Special Event / Public Speaking / Fundraising – specify
<input type="checkbox"/> Career / Leadership / Character Development – specify	<input type="checkbox"/> Office / Clerical Work - specify
<input type="checkbox"/> Arts & Crafts / Cultural Awareness – specify	<input type="checkbox"/> Service Project / Clean-up / Maintenance - specify
<input type="checkbox"/> Athletics / Health & Fitness – specify	<input type="checkbox"/> Other – specify

The Club is committed to creating and maintaining a drug/alcohol free workplace. This policy applies to all applicants for employment and volunteers. Substance abuse which includes the possession, use or sale of illegal drugs or the unlawful use of lawful substances including alcohol and prescription drugs will not be tolerated on or off the Boys & Girls Club’s property. It is a condition of employment/volunteerism to refrain from using drugs and the unlawful use of lawful substances, including alcohol and prescription medicines, and to abide by the guidelines of the Drug and Alcohol Free Workplace Policy. Employees/Volunteers determined to be under the influence of drugs or alcohols, including the unlawful use of lawful substances, or who violate this policy in other ways, are subject to immediate discharge.

The Boys & Girls Clubs of Central Texas strictly prohibits the following:

- a) The use, possession, sale, or transfer of alcohol on Boys & Girls Club property or illegal drugs/inhalants on and/or off the Boys & Girls Club property.
- b) The use, possession, or being under the influence of alcohol and/or illegal drugs on Club property or while on Club business.
- c) Being under the influence of any prohibited drug on Club property or while on Club business.
- d) Use of alcohol or any illegal drug off Club property that affects the employee/volunteer work performance; his/ her, or other people’s safety.

**The BGCCT appreciates your willingness to share your gifts and skills. Providing safe and secure programs for our youth is of the utmost importance to us. The information gathered in this application is designed to help us provide the highest quality programs for the people of our community. Please initial each of the statements below.**

\_\_\_\_\_ I declare that all statements contained in the application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from BGCCT involvement.

\_\_\_\_\_ I hereby authorize the BGCCT to conduct a personal and professional background check for the purposes of my application. The BGCCT may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the BGCCT contact with the individuals for purposes of employment or volunteer services.

\_\_\_\_\_ I also hereby give complete permission for the BGCCT to conduct a criminal background check, arrest records check, abuse registry check, fingerprinting, credit check, and driving record check for the purposes of my employment or volunteer services.

\_\_\_\_\_ I waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understood the above stated information within this release and am signing below of my own free will.

\_\_\_\_\_ I understand that a criminal background check will be conducted prior to and annually during my service. I authorize investigations of all statements contained in the application.

\_\_\_\_\_ I agree to observe all guidelines and policies of the BGCCT. The BGCCT retains the right to revise its policies and procedures, in whole or in part, at any time.

\_\_\_\_\_ I understand that the BGCCT has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the BGCCT cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or adults is grounds for immediate dismissal and possible criminal charges.

\_\_\_\_\_ I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a minor or a vulnerable adult and that I have never been accused of these acts.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and/or volunteer services and that refusal to inform the BGCCT of the contents of a sealed criminal record will result in the automatic denial of the application.

\_\_\_\_\_ My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CODE OF CONDUCT

- Club volunteers will exhibit the highest ethical standards and personal integrity
- Club volunteers will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Club volunteers will not physically, sexually, or emotionally abuse or neglect a minor or adult.
- Club volunteers will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Club volunteers will report any suspected abuse or neglect of a minor to a club supervisor who has the responsibility to notify the appropriate authorities.
- Club volunteers will accept their personal responsibility to protect minors and adults from all forms of abuse.

PLEASE PRINT

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**I have reviewed this application and have noted any missing information.**

\_\_\_\_\_  
SIGNATURE OF SCREENING MANAGER

\_\_\_\_\_  
DATE



**BOYS & GIRLS CLUBS**  
 OF CENTRAL TEXAS  
 304 WEST AVENUE B  
 KILLEEN, TX 76541  
 (254) 699-5808

**BACKGROUND POLICY AND RECORDS CHECK**

All volunteers (paid & volunteer) of the Boys & Girls Clubs of Central Texas (BGCCT), agree that background checks can include but are not limited to verification of education, past/current employers, personal references, credit check, drug test, criminal history, fingerprinting, and driving record. BGCCT policy states that, whenever possible, this permission/information form, along with the appropriate application and other specified documents/releases must be signed and returned to the administrative office before the applicant is allowed to come into contact with youth members. We feel this precaution is warranted since our club provides recreational, vocational, and educational programs and activities for community youth ages 6-18 years of age. Each applicant is requested to detail any/all anticipated entries that might return on their record voluntarily while application is being completed.

The BGCCT has an adopted policy on what offenses and time lapse is acceptable. With your signature below, you authorized the BGCCT to perform a background and records check to help determine the feasibility of your being assigned a position at with BGCCT. I also agree that background and records checks will be done annually, as long as I am an employee/volunteer with the BGCCT.

Note: Applicants with sex and/or drug related offenses on their records are normally automatically disqualified.

First Name \_\_\_\_\_ M/I \_\_\_\_\_ Last Name \_\_\_\_\_  
 Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
 Drivers License # \_\_\_\_\_ State \_\_\_\_\_  
 Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

**ENTRIES THAT I ANTICIPATE BEING LISTED IN MY RECORD CHECK**

OFFENSE	DATE	MANNER OF DISPOSITION/PUNISHMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

You may use the back of this form to add any details you feel important and beneficial to club volunteers.

I also hereby give complete permission for the BGCCT, without recourse, to conduct a criminal background check, arrest records check, abuse registry check, fingerprinting, credit check, and driving record check for the purposes of my employment or volunteer services.

\_\_\_\_\_  
 Signature of Applicant or Volunteer

\_\_\_\_\_  
 Date