



## **FRIENDS SHARING HOPE**

### **Volunteer Application**

Individuals applying for the position of Volunteer are given the following Volunteer Application.

1. The Volunteer Coordinator will review the application and interview the candidate.
  - a. During the interview, the candidate is asked questions from the Volunteer Interview Questionnaire and their answers on the Volunteer Application are discussed. An overview of Friends Sharing Hope, the volunteer program and Job Description is explained. All policies and procedures are thoroughly reviewed, including ethics, and confidentiality requirements. All applicants are encouraged to ask questions and express any concerns they may have during this process.
  - b. At the conclusion of the interview, the candidate will have read and signed the following forms:
    - Volunteer Agreement to a Criminal Background Check
    - Volunteer Job Responsibilities/ Job Description.
    - Volunteer Grounds for Dismissal
    - Confidentiality and Ethics Code Agreement
2. Following the interview, references are checked and pertinent information verified. Three references must be on file. Criminal background checks are run both locally and with the Texas DPS. If a background issue is found, the nature and the extent of the offense will be assessed and determined whether applicant may volunteer.
3. Candidate is then scheduled to volunteer and will have an experienced mentor to assist them in training them in their duties.

Please complete and sign the following information.

#### **Volunteer Agreement to Criminal Background Check**

I, \_\_\_\_\_ certify that all my statements and representations made in my Volunteer Application, resumes and interviews are true and correct, and I have withheld no relevant information which would, if disclosed, adversely affect my application. I understand that the Company relies upon such statements and representations in making its volunteer decision. I authorize the Company to undertake, or cause to be undertaken, an investigation(s) to cover, without limitation, one or more of the following items:



1. The obtaining of information concerning my educational background from any institution or other source;
2. The obtaining of information concerning my employment history (including United States military service, if applicable), from any prior employer or other source;
3. The obtaining of information concerning me, if any, which may be obtained from public records;
4. The obtaining of a consumer investigative report. In this regard, I acknowledge the following disclosure was made to be by the Company in accordance with the Fair Credit Reporting Act, Public Law 91-508:

The Company may request an investigation which would provide information concerning your character, general reputation, personal characteristics and mode of living, and that if one is made additional information as to the nature and scope of the report will be furnished to you upon your written request.

I authorize all persons, institutions, prior employers, organizations and companies to furnish any and all pertinent information known to them about me, and all such parties can rely on the photocopy of this Addendum as if it were an original. I further authorize the Company to furnish information contained on my Volunteer Application to any third party to aid the Company in making its employment decision concerning me.

\_\_\_\_\_  
Date of Birth

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

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

### **Volunteer Responsibilities/Job Description**

The **Volunteer's Job Description** is including but, not limited to:

1. Provide positive Godly roll-model in acts, words, and thoughts.
2. Be willing to intentionally share Gospel of Jesus Christ.
3. Desire to work with at-risk youth.
4. Use and operate all tools with a safety first mentality.
5. Willingness to take God-given talents and extend to mentor a child.



6. Report immediately if unable to work a shift. ***It is your responsibility to find a replacement.***
7. Immediately discuss problems experienced with other youth or with the Volunteer Coordinator.
8. Adhere strictly to the confidentiality policy.

### **Summary of Policies and Grounds for Dismissal**

Friends Sharing Hope carefully screens all of its volunteers. We try to choose only the volunteers who we feel are right for Friends Sharing Hope and will do the greatest good for our youth. Occasionally, during or after ministry, we will find that a volunteer is not a good match for this ministry. If we discover a problem, depending on the severity, we will either work with the volunteer to improve their standing, or if that does not work, we may find it necessary to terminate the volunteer. It is very important that the credibility of our ministry remain in place and that our youth are offered the highest quality of care possible.

The following behaviors by a volunteer will be grounds for termination with Friends Sharing Hope.

- Breach of client confidentiality.
- Failure to be culturally sensitive.
- Using drugs/alcohol when on site.
- Carrying a weapon
- Public criticism of Friends Sharing Hope or complaints about a volunteer from other agencies.

This is a list of the main policies and procedures that need to be followed. It is possible that there may be other factors which would cause the staff to question the suitability of a volunteer. These situations will be addressed as they arise.

### **Statement of Confidentiality and Ethics**

**Confidentiality** is the volunteers promise not to reveal anything discussed in the conversation setting except under the following conditions:

- When the client poses a danger to self or others, there is a duty to warn and protect.
- When there is suspected danger to a person under the age of 17.
- When a court orders a release of information.

A breach of any kind of a client's confidentiality is cause for immediate termination of a volunteer.

The **Ethical standards** of practice at Friends Sharing Hope are as follows:

- We are mandated by our ethics to help clients make good choices and to point out both the benefits and problems. We must ultimately practice what we preach.



- Fairness to all youth includes respecting the child's individuality.
- Under no circumstances is there to be any sexual intimacy between youth and volunteer.

Youth and parents must feel they can trust the ministry. If there is ever any doubt about the ethics of any situation, consult the staff. Better to be safe than sorry.

I have read volunteer responsibilities, terms of grounds for dismissal and the statement of confidentiality and ethics and so agree to all terms and procedures listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Volunteer Interview Questionnaire

#### Volunteer Experience

Please list all present or past volunteer experience (add additional pages if needed):

Program/Agency	Position	Supervisor
_____ Program/Agency	_____ Position	_____ Supervisor
_____ Program/Agency	_____ Position	_____ Supervisor

Describe your education; training; skills; talents:

\_\_\_\_\_  
\_\_\_\_\_

Which Volunteer opportunity(s) are you interested in? (Check all that apply)

- \_\_\_\_\_ Boys mentoring – wood working
- \_\_\_\_\_ Boys mentoring – other – Explain \_\_\_\_\_
- \_\_\_\_\_ Girls mentoring crafts/hobbies
- \_\_\_\_\_ Girls mentoring – other – Explain \_\_\_\_\_
- \_\_\_\_\_ Tutoring – boys
- \_\_\_\_\_ Tutoring – girls
- \_\_\_\_\_ Administrative assistance



\_\_\_\_\_ Other – Explain \_\_\_\_\_

How many hours would you like to volunteer?

\_\_\_\_\_ Per month

\_\_\_\_\_ Per week

\_\_\_\_\_ Per day

**References** – Please list three people other than relatives:

\_\_\_\_\_  
Name Address Phone (work/home)

\_\_\_\_\_  
Name Address Phone (work/home)

\_\_\_\_\_  
Name Address Phone (work/home)

1. What led you to choose to volunteer for this program?

\_\_\_\_\_  
\_\_\_\_\_

2. What do you hope to contribute to this program?

\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel are your greatest weaknesses and strengths?

\_\_\_\_\_  
\_\_\_\_\_

4. How do you work in a team environment?

\_\_\_\_\_  
\_\_\_\_\_

5. What do you feel would be the most difficult part of volunteering for this program?

\_\_\_\_\_  
\_\_\_\_\_

6. Do you have a medical/psychiatric history that you feel is important for us to know about? If you are presently taking any psychiatric medications please note them below.

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain.

\_\_\_\_\_  
\_\_\_\_\_



7. We prohibit the use of mind-altering drugs and alcohol while on call. Can you agree to abide by this policy? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain.

---

---

8. Are you currently on probation or parole or completing community service hours? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain.

---

---

9. Have you been convicted of a crime(s)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain.

---

---

10. Will you be able to attend quarterly volunteer meetings?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain.

---

---