



STAFFORD JUNCTION

Transforming lives through faith and action

VOLUNTEER APPLICATION

Thank you for your interest in Stafford Junction!

This volunteer position supports the work of Stafford Junction, a nonprofit, charitable organization.

If you would like to apply to join the Stafford Junction volunteer team, please complete the application below.

- Be sure to write legibly
- The application must be completed in full.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign the last page of the application.

Office Use Only

Background Check: _____

Entered into Database: _____

Orientation/Training: _____

Personal Information

NAME: _____ E-mail: _____
Last First MI

Address: _____
Street City State ZIP

Telephone: Home ____/____ Business ____/____ Mobile ____/____

What is your age: ____ . DOB: _____

If you are under 18 yrs of age, do you have your parents permission to volunteer? Yes No

Do you have a driver's license? Yes No If not, who will be responsible for your transportation? _____

Can you perform the essential functions of the volunteer position for which you are applying, with or without reasonable accommodation? Yes No

Emergency Contact: _____ Phone: _____

Please list any health concerns we need to be aware of: _____

Notice to All Applicants: Stafford Junction enforces its policies and practices in order to prevent child abuse.

Allegations or suspicions of child abuse are taken very seriously and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we speak with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

Brain Builders Information (school year)

Schools/Days/Hours:
Mon/Wed, 3:30-5:00 pm: Anne Moncure, Falmouth, and Kate Waller Barrett Elementary
Wed Only, 3:30-5:00 pm: Rocky Run Book Busters
Tues/Thurs, 3:00-4:45 pm: Drew Middle
3:30-5:00 pm: Conway and Rocky Run Elementary
Tues Only: Stafford High @ Stafford Junction, 6:30-8:30 pm

*All Brain Busters volunteers and Site Coordinators are required to attend one of two training and orientation sessions, dates/times to be emailed prior to start of school year.
*A no-cost background check link will be sent via email and must be completed prior to start as a volunteer.
*A reminder will be emailed, containing school start dates and required arrival times for volunteers.

Summer Junction Information (month of July)

Mon/Wed, 12:30-3:30 pm: Pre-K & Kindergarten
Tues/Thurs, 1:00-4:00 pm: 1st through 5th Grades

*All of the above applies to Summer Junction volunteers. However, only one orientation/training session will be offered.

Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Date Available: _____

Volunteer Position Applying for: _____

Preferred Location: _____ 2nd Choice: _____

Are you interested in becoming a Site Coordinator for Brain Builders (biannual stipend provided)? [] Yes [] No

What is the Minimum Hours requested: _____. What is the Maximum Hours requested: _____.

Have you previously been employed by Stafford Junction? Yes No

If yes, when? At which locations?

Have you previously volunteered at Stafford Junction? Yes No

If yes, when? At which locations?

Do you have any relatives or household members currently working/volunteering for Stafford Junction? Yes No

If yes, name(s) and relationship:

How did you hear about this opening?

Name of referral source:

- Staff referral
- School _____
- Walk-in _____
- Website _____
- Indeed
- Advertisement
- Other _____

Education & Training

Educational Background

	Name of School	City, State	Diploma Awarded	Degree	Major
<input type="checkbox"/> High School <input type="checkbox"/> GED			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Vocational/ Other			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		

Describe any non-employment experience such as school or volunteer activities that might strengthen your application:

Safety & Job Specific Certifications

Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration

Employment History List all previous employment during the past ten years starting with the most recent. Use additional sheets if needed.			
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

What other business experience, personal experience or training have you had that may have prepared you for this position?

Personal References Do not list relatives or past employers.			
Name: _____	Occupation: _____	Years Known: _____	
Address: _____	City: _____	State: _____ Zip: _____	
E-mail: _____	Phone: _____ / _____	Alternate #: _____	
Name: _____	Occupation: _____	Years Known: _____	
Address: _____	City: _____	State: _____ Zip: _____	
E-mail: _____	Phone: _____ / _____	Alternate #: _____	
Name: _____	Occupation: _____	Years Known: _____	
Address: _____	City: _____	State: _____ Zip: _____	
E-mail: _____	Phone: _____ / _____	Alternate #: _____	

Application Acknowledgement and Authorization

Please read all statements and sign below:

I authorize both Stafford Junction and persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check.

I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with Stafford Junction will result in denial of/termination of volunteer opportunities, regardless of the timing or circumstances of discovery.

If I volunteer with Stafford Junction, I understand my placement can be terminated, with or without cause and with or without notice, at any time, at the option of Stafford Junction or myself. I understand that, other than the CEO of Stafford Junction, no manager, supervisor or representative of Stafford Junction has authority to make any agreement contrary to the foregoing and then only in writing.

I understand that all volunteer opportunities are conditional upon my ability to provide appropriate documents regarding my identity. If hired as a volunteer, I agree to abide by Stafford Junction policies and rules at all times. I acknowledge that I have read the above statements and understand them.

PHOTOGRAPH AND VIDEO WAIVER: Consent & License. For my participation in activities to be conducted by Stafford Junction, and collaborating third parties, I consent, now and for all time, to the making, reproduction, editing, broadcasting or rebroadcasting of:

- video film or footage of me,
- sound track recordings of me
- photo reproductions of me
- any narrative account of my experience

My consent includes a perpetual license to Stafford Junction and collaborating third-parties for the use of the above materials for publication, display, sale or exhibition in promotions, advertising, education and commercial uses. Use includes reproductions in any form and media currently existing or later conceived, adaptations and/or revisions, throughout the world in perpetuity.

I understand and agree there may be no additional compensation for this license, and I will not make any claim for payment of any kind from Stafford Junction or collaborating third-parties. I may, or may not be, identified in such licensed uses; however, my name will not be used to endorse any particular products or services.

Ownership, Confidentiality, and Shared Use. With respect to any of the above uses, I further agree:

- All works shall belong to Stafford Junction;
- Stafford Junction has no duty of confidentiality regarding any licensed uses;
- Stafford Junction shall exclusively own all known or later existing rights to the uses throughout the world;
- Stafford Junction and collaborating third-parties may use any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account for any purpose without additional compensation to me.

Release from Liability. I agree that my consent is irrevocable. I hereby release and discharge Stafford Junction and collaborating third-parties, from any and all claims, actions, lawsuits or demands of any kind arising out of my consent, license grants, uses, or the shared uses of any works or materials referenced herein.

Contract for Confidentiality. As a volunteer of Stafford Junction, Inc., I understand as part of my work I may, at times, have access to information that is considered confidential. I acknowledge my responsibility to respect confidential information pertaining to the families Stafford Junction serves. I understand failure to adhere to the above mentioned may result in dismissal as a volunteer and possible legal action.

Signature: _____ Date: _____