



Thank you for your interest in Stafford Junction!

Volunteer & Intern positions support the work of Stafford Junction, a nonprofit charitable organization. If you would like to apply to join the Stafford Junction volunteer/intern team, please complete the application below. Remember:

- 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: _____
Agreement/Manual: _____

Personal Information

Name: (First, MI, Last) _____

Email: _____

Address: _____
Street

City State Zip

Telephone: _____
Home Work Cell

Date of Birth (mm/dd/yyyy): _____ Your age: _____

If under 18 years of age, do you have parental permission to volunteer (check one): _____ Yes _____ No

Do you have your own vehicle (check one): _____ Yes _____ No

If you do not, who will be responsible for your transportation:

Are you able to perform the essential functions of the volunteer position for which you are applying, with or without reasonable accommodation (check one): _____ Yes _____ No

Please list any health concerns we should be aware of:

Emergency Contact: _____
Name Relationship Phone

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 policy for parents; and we have a code of conduct for volunteers and 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.

Education and Training

	Name of School	City and State	Degree Awarded (Yes or No)?	Major
High School/GED				
College				
Graduate School				
Vocational/Other				

Describe any experience, such as volunteer or extracurricular activities, that may help you as a volunteer/intern:

Safety and Professional Certifications			
Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration

Information

Date available _____ List available days/hours:

Monday	Tuesday	Wednesday	Thursday	Friday

Volunteer/Intern position sought (please check all that apply):

- Brain Builders (after school tutoring/mentoring); training & background check required
 Summer Junction (month of July); training & background check required
 Adult Education (both afternoon and evening classes offered)
 Gardening
 Other skills you have that you want to volunteer/offer _____

Preferred school location: _____

Second choice: _____

Are you interested in becoming a Site or Assistant Site coordinator (stipend provided per semester): _____ Yes _____ No

Have you previously been employed by or volunteered for Stafford Junction: _____ Yes _____ No

If yes, please list date(s) and position(s):

How did you hear about Stafford Junction (social media, newspaper, friend, relative):

Have you ever been convicted of a crime, pled no contest, or had adjudication withheld: _____ Yes _____ No

If yes, please provide a date, location, charges, and an explanation of all charges:

Personal References

Name: _____

First

MI

Last

Email: _____

Telephone: _____ Relationship: _____

Years Known: _____

Name: _____

First

MI

Last

Email: _____

Telephone: _____ Relationship: _____

Years Known: _____

Name: _____

First

MI

Last

Email: _____

Telephone: _____ Relationship: _____

Years Known: _____

Application Acknowledgement and Authorization

I certify that all information provided by me in this application is correct to the best of my knowledge. I understand the falsification or omission of any facts in this application will result in denial/termination of volunteer/intern opportunities, regardless of the timing or circumstances of discovery. If welcomed as a volunteer/intern, I agree to abide by Stafford Junction policies and rules at all times.

Contract for Confidentiality: As a volunteer/intern 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/intern and possible legal action.

I also agree and consent to a background check prior to beginning any volunteer/intern activities, as I may work with or around children.

I acknowledge that I have read the above statements and understand them.

Signature

Date