



Boynton Beach
Palm Beach Gardens

Volunteer Application

Today's Date _____

BACKGROUND INFORMATION

First Name _____ Last Name _____

Local Address _____

City _____ State _____ Zip _____

Name of Community (if applicable) _____

Local Telephone _____ Work Phone _____ Cell Phone _____

Email _____ Fax _____

Emergency Contact _____ Phone _____

Date of Birth _____ (Volunteers must be 16 years of age or older)

Are you currently enrolled in school? _____

(If under 18) Grade in school _____

Are you a member of the JCC? Yes No

Are you a year round resident? Yes No

Are you enrolled in an internship program? Yes No

I need _____ community service hours (if applicable).

EMERGENCY CONTACT

Name _____ Phone _____ Relationship _____

PROFESSIONAL INFORMATION

EDUCATION: Please list course of study and degrees obtained: _____

EMPLOYMENT HISTORY

Have you ever filed an application with or been hired by the JCC before for either employment or volunteering opportunities?

Yes No

If yes, give date _____

Describe any previous employment (Employer, Title, Job Description, and Duties) that might be useful to the JCC: _____

VOLUNTEER EXPERIENCE:

Organizations:

In What Capacity?

1) _____

2) _____

3) _____

SKILLS AND INTERESTS:

Special Skills: If you have any of the following skills or backgrounds, please indicate:

Computers _____

Reception/Phones _____

Clerical Work _____

Working with children _____

Counseling Background _____

Writing _____

Teaching _____

Foreign Language(s) _____

Fundraising _____

Experience with developmentally disabled _____

Working with elderly _____

Other Skills: Please list any other skills or talents you may have. (If you need additional space, please write on back of this page)

Please indicate the **days and times** during the week that you are available to volunteer:

Sunday _____ **Monday** _____ **Tuesday** _____ **Wednesday** _____
Thursday _____ **Friday** _____ **Saturday** _____

Number of hours desired per week: _____

On what date would you be available to start volunteering? _____

What are your goals and motivations for volunteering? _____

Are you able to perform essential volunteer duties with or without reasonable accommodation?

Have you been convicted of a felony within the last 7 years or been convicted or pled guilty or no contest to any crime? Yes No

Conviction will not necessarily disqualify an applicant. Each Conviction will be judged on its own merit with respect to time and position relatedness.

If yes, please explain (state the date, type of crime, place of occurrence, disposition) _____

REFERENCES (Not related to you) – Accompanied by three (3) letters of reference if under age 18. If over age 18 fill out reference information.

Name _____ Relationship: _____ Phone Number _____

Name _____ Relationship: _____ Phone Number _____

Name _____ Relationship: _____ Phone Number _____

Applicant's Statement

I certify that all answers given by me are true, accurate and complete, and I understand that the falsification and any misrepresentation or material omission of fact made by me on this application or on any other accompanying or required documents, will be sufficient cause for cancellation of this application, denial of volunteer opportunities, or immediate dismissal from volunteer work at the JCC, regardless of when or how disclosed. The use of this application blank does not indicate there are volunteer positions open and does not in any way obligate the agency.

I acknowledge that I have read and understand the above statements and I give the JCC the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I also authorize the JCC to conduct a complete background screening. I hereby release from liability the JCC and its representatives for seeking, gathering and using such information and all persons, corporations or organizations for furnishing such information. I hereby agree to be finger printed/background check if I volunteer with children or vulnerable adult population. A copy of your driver's license and picture ID is needed to be kept on file. I understand that my failure to sign this reference release so that the agency can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application.

I authorize personal references as well as developed references, other persons, companies, corporations, schools, and law enforcement agencies to furnish to the agency and/or its agents or representatives any information they have concerning me. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation. I understand that prior to obtaining any information from a credit reporting service, agency must first obtain my written consent in a disclosure separate from this application. I understand that the agency shall treat all this information in a confidential manner.

The JCC does not unlawfully discriminate and no question on this application is used for the purpose of limiting or excusing any applicant from consideration on a basis prohibited by local, state or federal law.

I understand that before I become a volunteer I must attend a JCC training course.

If I am under the age of 18, I will need my parent's or guardian's permission to participate in this volunteer program.

The JCC is not held responsible if minor child leaves the JCC campus.

I understand that if I become a volunteer for the agency, I must conform to the rules of the agency. I understand that I have the right to terminate my volunteer status at any time with or without notice, with or without cause, and that the agency has a similar right.

I understand that if I become a volunteer with the agency, confidential information regarding the agency and/or its clients, customers and employees, may be available to me and that this information must not be disseminated or used except for the agency's benefit. I agree to keep all information about the agency, including such information regarding its business methods,

protocols, clients, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the agency.

Thank you for completing this application form and for your interest in volunteering with us. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you.

Applications will not be considered active after 90 days from date of application unless renewed, in writing, by the applicant at this location.

Signature of Applicant

Date

Signature of Parent or Guardian
(If under 18 years of age)

Date

Received by JCC Staff Person

Date

For Office Use Only:

Interview Date:

Interviewed by:

Assignment: