



VOLUNTEER APPLICATION

PLEASE READ BEFORE COMPLETING THIS APPLICATION

This branch does not discriminate in the recruitment and placement of volunteers on the bases of race, color, religion, national origin, sex, marital status, disability, age or veteran status. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be utilized. Volunteer consideration necessitates that you meet all conditions required for the position for which you are applying.

(ANSWER ALL QUESTIONS COMPLETELY)

PERSONAL DATA

Name _____ Date _____
Last First Middle

Current Address _____ Telephone: Home ____/____
Street City Zip Business ____/____

Previous Permanent Address _____ to _____
Street City Zip Dates living at this address

Email Address _____

List other cities, counties and states where you have lived or worked:

| City | County | State | Number of Years |
|-------|--------|-------|-----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Are you 18 years of age or over? Yes ___ No___ Are you a veteran? Yes___ No___ _____
If Yes, Dates of Military Service

Other names used during prior employment _____
Maiden Name, Other Summaries, Etc.

Emergency Contact: _____
Name Phone Relation to Applicant

EMPLOYMENT

Current or last employer _____ Employed from _____ to _____

Street address _____ Salary at start _____ to _____

City _____ State _____ Zip _____ Telephone ____/____

Briefly describe your responsibilities: _____

Any experience with children? Yes__ No__ If yes, description of children:

Number of Children _____ Age Group _____ Sex: Male__ Female__ Both__

Any experience supervising staff? Yes__ No__ If yes, describe _____

May we contact this employer while we are considering your application? Yes__ No__

PERSONAL REFERENCES (NOT EMPLOYERS)

| NAME AND HOME ADDRESS | COMPANY NAME / ADDRESS, IF APPLICABLE | PHONE NUMBER | RELATIONSHIP | HOW LONG KNOWN? |
|-----------------------|--|-----------------|--------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |

List below the names of relatives, friends or acquaintances employed by this association and their relationship to you :

GENERAL

Applying for volunteer position as _____

YMCA Branch _____ Dates available _____

Have you previously applied for employment/volunteering at any YMCA? Yes__ No__

Worked/volunteered for any YMCA? Yes__ No__

If so when? _____ Location _____

Please tell us why you want to volunteer at FYI (Furman, YMCA, Interactive):

Code of Conduct

1. In order to protect YMCA staff, volunteers, and program participants, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff should never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs—diapering; putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - physical abuse—to strike, spank, shake, slap;
 - verbal abuse—to humiliate, degrade, threaten;
 - sexual abuse—to inappropriately touch or speak;
 - mental abuse—to shame, withhold kindness, be cruel;
 - neglect abuse—to withhold food, water, basic care, etc.No type of abuse will be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented in writing.

7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a nonthreatening way. Any questionable marks or responses will be documented.
8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. While the YMCA does not discriminate against an individual's life-styles, it does require that in the performance of their job, they will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes baby-sitting, sleep overs, and inviting children home. Any exceptions require a written explanation before the fact and are subject to supervisor approval.
19. Staff are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
22. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
23. Staff will act in a caring, honest, respectful, and responsible manner.
I understand that any violation of this Code of Conduct may result in termination.

Applicant Signature _____ Date _____

**Credit, Criminal and Driving Record Information
Disclosure and Consent**

By my signature below, I authorize the YMCA or its agent to obtain information – written, oral or other – from a consumer reporting agency bearing on my creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, criminal background and driving background. I understand that this investigation may include interviews with friends, acquaintances or others who may have relevant information and that this report will be used for employment purposes, including evaluating me for employment, promotion, reassignment or retention as an employee of the YMCA. Finally, I understand that I have a right to request disclosure of the nature and scope of the report if it involves personal interviews with sources such as my friends, acquaintances or others who may have relevant information.

Signature

Date

Last Name/ First Name/ Middle Initial/ Maiden Name

Street Address

City /State /Zip Code

_____/_____/_____
Social Security Number

Driver's License # State

Date of Birth