

# YMCA of Greater Tulsa Volunteer Application

Revised August 2008

**YMCA Mission: To put Christian principles into practice through programs that build a healthy spirit, mind, & body for all.**

## Equal Opportunity Employer

I would like to volunteer at:

- |  |                                     |                                   |
|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Camp Takatoka | <input type="checkbox"/> Hutcherson | <input type="checkbox"/> Thornton |
| <input type="checkbox"/> Dickenson     | <input type="checkbox"/> Owasso     | <input type="checkbox"/> Westside |
| <input type="checkbox"/> Downtown      | <input type="checkbox"/> South      | <input type="checkbox"/> Bixby    |

Thank you for considering the YMCA as a place to donate your time and talent. Volunteers are vital to the YMCA. Without them, we wouldn't be able to meet the needs of the kids, families, and adults who live in the Tulsa area.

At the YMCA we know that your time is precious and we want every minute you spend with us to be worthwhile. That's why we are asking you to take a few minutes to fill out this application. It will help us to begin to make the right match between your skills and the opportunities available.

You will find questions on this form about your background, former residences, places of employment and so on. The YMCA makes an active effort to prevent abuse, so, even though we may know you well, we reserve the right to conduct appropriate background and reference checks on all volunteers. This is just one of the many ways we help protect children and other vulnerable people served by the YMCA.

Thanks for your cooperation in this effort and your interest in the YMCA. If you have any questions about this or any part of our application process, please contact the YMCA.

<b>Last Name</b>	<b>First Name</b>	<b>Email Address</b>			
<b>Current Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone</b>	

Are you a member of the YMCA?  Yes  No

Have you previously been employed by the YMCA?  Yes  No **If yes, when & where?** \_\_\_\_\_

Do you have relatives employed by this YMCA?  Yes  No **If yes, please give names** \_\_\_\_\_

Have you ever been convicted of a felony, or for child abuse or sex-related crimes?  Yes  No

**If yes, please explain:** \_\_\_\_\_

Note: A conviction will not necessarily disqualify you. If you fail to disclose any information or give a false answer you may be disqualified as a volunteer for the YMCA.

Are you a pedophile or child abuser?  Yes  No

Have you ever been accused of being a pedophile or child abuser?  Yes  No

### Residences:

*Please list your last two addresses (excluding your current address) starting with the most recent:*

Street	City	State	Zip	Dates lived there

### Volunteer or Employment Record

*Please complete in detail starting with your most recent employer. If you have not been working please list volunteer positions starting with your most recent.*

Employer	Supervisor	Years employed
Phone number	Position held	Reason for leaving
Employer	Supervisor	Years employed
Phone number	Position held	Reason for leaving
Employer	Supervisor	Years employed
Phone number	Position held	Reason for leaving
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## References:

Please list the names, occupation, and telephone numbers of 5 people; One should be a personal reference (relative, etc.). At least one reference must be male and one must be female. Your references should know you well enough to provide us sufficient information.

Name	Occupation	Phone number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Formal/Informal Training

Please describe any training, courses of study, extended education, etc. that you have had as a volunteer or for any other purpose.

Training/study \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## General Questions

What do you hope to gain from volunteering? \_\_\_\_\_  
\_\_\_\_\_

What age group of children do you prefer to work with? \_\_\_\_\_  
\_\_\_\_\_

What is your philosophy about discipline? \_\_\_\_\_  
\_\_\_\_\_

What do you do when you are upset or angry about something? \_\_\_\_\_  
\_\_\_\_\_

Describe other organizations, clubs, etc. where you are/were involved with children? \_\_\_\_\_  
\_\_\_\_\_

Why did you decide to volunteer for the YMCA? \_\_\_\_\_  
\_\_\_\_\_

## Strengths

List the 3 greatest strengths and the 3 most difficult problems you have in working with children:

Greatest Strengths	Most Difficult Problems
1 _____	1 _____
2 _____	2 _____
3 _____	3 _____

## Volunteer Interest

I am most interested volunteering in: (mark all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Aquatics (swim lessons, lifeguard, etc.)                 | <input type="checkbox"/> Policy Work (committees, public relations, etc.) |
| <input type="checkbox"/> Camping (day, overnight, family)                         | <input type="checkbox"/> Office support                                   |
| <input type="checkbox"/> Childcare (preschool, after school, tutoring, etc.)      | <input type="checkbox"/> Family (campouts, parent night out, etc.)        |
| <input type="checkbox"/> Member Services (front desk)                             | <input type="checkbox"/> Fundraising (Strong Kids Campaign)               |
| <input type="checkbox"/> Sports (coach, officiate, etc.)                          | <input type="checkbox"/> Special Events                                   |
| <input type="checkbox"/> Teen leadership (Youth & Government, philanthropy, etc.) | <input type="checkbox"/> Building & Grounds work (maintenance)            |
| <input type="checkbox"/> Other: _____   |   |

**THE YMCA'S POSITION ON THE NATIONWIDE PROBLEM OF CHILD ABUSE**

**WE MAKE AN ACTIVE EFFORT TO PREVENT CHILD ABUSE.**

**SOME EXAMPLES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- A thorough background check, including but not limited to references of past employers, personal references, the military, educational institutions, volunteer organizations, civic groups, personal character and activities.
- Allegations or suspicions of child abuse are taken seriously and will be reported to the State for investigation.
- Programs are structured so that no staff member or volunteer is left alone with children.
- Staff and volunteers will not fraternize with children outside the programs, including baby-sitting or inviting children home.

**THE YMCA GOALS FOR CHILD CARE ARE:**

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive YMCA environment of safety, support and care.

**THE YMCA OF GREATER TULSA STRIVES TO PUT THE FOLLOWING VALUES INTO PRACTICE IN EVERYTHING THEY DO:**

- Caring: To be sensitive to the needs of others and go the extra mile.
- Honesty: To tell the truth, have integrity and build trust.
- Respect: To value the worth of every person and treat others as you would like to be treated.
- Responsibility: To do what is right and be accountable for your behavior and your obligations.

**YMCA CHILD ABUSE STATEMENT**

I, \_\_\_\_\_, do hereby proclaim that I have never been convicted of or reported for abuse, neglect, sexual assault or a related charge against a child, as defined in the Oklahoma Statutes.

Furthermore, I am aware of the Oklahoma Statute which states that intentionally/willfully placing a child in a position of danger, with intent to commit harm to said child, or placing a child in a position of mistrust to include any sexual misconduct with a child, is punishable by law.

I also understand that the Administrative Staff of the YMCA is required to report any such misconduct to the proper authorities. Such misconduct will be grounds for immediate suspension and possible prosecution.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that answers given herein are true and complete to the best of my knowledge. I understand that final consideration of my application is contingent upon satisfactory verification of my education and skills, as well as previous employment and volunteer involvement. I voluntarily give the YMCA the right to make a thorough investigation of my background, and I release from liability any persons, companies and institutions that supply such information. I also agree that falsified information or significant omissions may disqualify me from further consideration for a volunteer position and may be considered justification for dismissal even if discovered at a later date without advance notice.

I understand that completion of this form does not guarantee me status as a volunteer.

**CONVICTIONS:** A conviction does not automatically disqualify you from being considered as a candidate for a volunteer position. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts so that a fair decision can be made.

I will comply with all rules and regulations as set forth in the YMCA's policy manual or other communications distributed to employees and volunteers. I have read, understand and support the YMCA's position on the problem of child abuse.

The YMCA of Greater Tulsa is a drug free workplace. Pre-employment drug testing is required for certain positions and all employees and volunteers are subject to random testing. Failing a drug test results in immediate termination.

I have read the above statement and accept the same as a condition of my volunteering with the YMCA.

Signature of applicant \_\_\_\_\_

*The YMCA provides a non-smoken environment. Smoking areas are not available.*

**Criminal Background Check - LexisNexis**

**Disclosure and Authorization**

*(Important – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION)*

**Disclosure regarding background investigation**

The YMCA of Greater Tulsa may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your criminal background conducted by LexisNexis Screening Solutions Inc., PO Box 105108, Atlanta, GA 30348, 1-800-845-6004. The scope of this notice and authorization is all-encompassing, however, allowing the YMCA of Greater Tulsa to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

**Acknowledgment and Authorization**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the YMCA of Greater Tulsa at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by LexisNexis Screening Solutions Inc., PO box 105108, Atlanta, GA 30348, 1-800-845-6004, another outside organization acting on behalf of the YMCA of Greater Tulsa, and/or the YMCA of Greater Tulsa itself. I agree that a fax, electronic, or photographic copy of this authorization shall be as valid as the original.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the YMCA of Greater Tulsa.

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Other names/Alias: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: M F

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Present address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

*\*This information will be used for background screening purposes only and will not be used as hiring criteria.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use ONLY:

Job applied for: \_\_\_\_\_ Branch: \_\_\_\_\_