



What Volunteer Position(s) are you applying for?

- Program Aide  
  Recreation  
  Internship  
  Other \_\_\_\_\_

## Volunteer Application

Name:

Last Name	First Name	MI	Nickname
-----------	------------	----	----------

Address:

Street	City	State	Zip
--------	------	-------	-----

Contact:

Home Number	Mobile Number	E-mail
-------------	---------------	--------

Emergency Contact:

Name	Relationship	Primary Contact Number
------	--------------	------------------------

### Referral Source

(Please check all that apply)

Newspaper/Magazine	Publication:	Family Member or Friend	Name:
Internet/Arc Website	Website:	Church/Community Organization	Organization:

### Personal Information

	Yes	No		Yes	No
Do you have any relatives or friends working for The Arc of San Diego? If yes, list names and relationships:			Are you 18 years of age or older?		
The Arc of San Diego is a drug-free workplace. Do you agree to comply with our drug testing policies, including a pre-volunteer drug and alcohol testing?			Have you <b>ever</b> been convicted of any offense other than a minor traffic violation? <b>If Yes, please list on next page.</b>		
Have you reviewed the volunteer duties for this position/department/location and are you able to perform those tasks without accommodation? If No, describe the duties that cannot be performed.			Have you previously been employed or volunteered with The Arc of San Diego?		

Convictions (if any)		
Charge	Date Convicted	Time Served

Volunteer Commitment (Circle all that you are interested in)		
Short-Term (3-6 months)	Medium-Term (6-12 months)	Long-Term (1+ years)
When are you available to start (mm/dd/yyyy)?		

Availability (Please put an X in all available time-slots)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

Volunteer Locations/Arc Services (Please put an X for all locations/programs in which you are willing to volunteer)				
	North County	East County	South County	Central San Diego
Program Aide				
Recreational				
Internship				
Other				
If you checked "Other," please list:				

Education			
Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 16+			
School	Location	Degree Received	Major

Most recent occupation

Professional Certifications/Licenses			
Can you provide a copy of a <i>current</i> CPR certification?		Yes	No
Can you provide a copy of a <i>current</i> First Aid certification?		Yes	No
Do you have a <i>current</i> Pool or Open Water Life Guard Certification?		Yes	No
Do you have a <i>current</i> Driver's License?		Yes	No
Do you have a <i>current</i> State ID card?		Yes	No
Do you have a <i>current</i> Passport?		Yes	No
Have you ever worked or volunteered at a camp or recreation program?		Yes	No

**Skills/Languages**

(Please list any skills or languages that you feel make you especially qualified as a volunteer)


**Why are you interested in volunteering for The Arc of San Diego?**


**The Arc of San Diego is committed to working with people with disabilities and their families in creating opportunities to achieve their individual goals within the community. How could you contribute to this mission?**


**Please list any other experience you have working with non-profits or volunteer programs, as well as areas of interest in which you feel you are especially qualified (e.g. involvement with the fundraising board of another non-profit).**


**References**

(Please list below persons who have knowledge of your work performance and/or general character)

Name		Title		
Address		City	State	Zip
Relationship		Phone		

Name		Title		
Address		City	State	Zip
Relationship		Phone		

Name		Title		
Address		City	State	Zip
Relationship		Phone		

<b>Volunteer Agreement</b> (PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW)			
<b>Initial</b>			
	<p>I hereby authorize The Arc of San Diego and/or its agents to thoroughly investigate my references, work record, education, and other matters related to my suitability for volunteer work and further authorize the references I have listed to disclose to the organization any and all letters, reports, and other information related to my work and/or school records, without giving me prior notice of such disclosure. In addition I hereby release the organization, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of, or in any way related to, such investigation or disclosure.</p>		
	<p>I understand that nothing contained in the application or conveyed during any interview is intended to create an employment relationship of any kind between the organization and me, nor will it positively impact the likelihood of future employment with the organization. In addition, I understand and agree that, if I am selected as a volunteer, my volunteer work is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the organization, and that no promises or representations contrary to the foregoing are binding on the organization unless made in writing and signed by the President and CEO.</p>		
	<p>Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted (internally or through use of a third party investigator), I am entitled to copies of any such public records obtained. I choose to waive this right unless I mark the check box below. If I am not chosen as a volunteer as a result of such information, I am entitled to a copy of any such records even though I have not checked the box below.</p> <p style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="checkbox"/> I wish to request a copy of any public record described in the paragraph above.     </p>		
	<p><b>For volunteer applicants who are simultaneously employed with The Arc of San Diego:</b>          I acknowledge and agree that:</p> <ul style="list-style-type: none"> <li>• volunteer intends to render his or her services for public service or humanitarian objectives, not as an employee and <u>without contemplation of pay</u>,</li> <li>• volunteer is donating services that are <u>different</u> from the usual services of that employee's job, and agrees to immediately notify organization of any unintentional overlap between employee's regular duties and volunteer tasks, and              volunteer agrees to refrain from engaging any volunteer tasks that involve any aspect of organization's commercial enterprises which serve the general public.</li> </ul>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Signature:</td> <td style="width: 40%;">Date:</td> </tr> </table>		Signature:	Date:
Signature:	Date:		