



VOLUNTEER APPLICATION

Date: _____

PERSONAL INFORMATION

Name: _____ DOB: _____ SSN: _____

Address: _____ City: _____ Zip: _____

Email: _____ ODL #: _____

Home number: _____ Cell number: _____

Employer: _____ School: _____

REFERRED BY:

U of O LCC High School Program

Teen Court Community Service Self

REASON FOR VOLUNTEERING: _____

INTERESTS, SKILLS, LANGUAGES: _____

WHEN AND WHERE WILL I VOLUNTEER?

Please fill in your availability within our program hours (written beside the days the Club is open).

Monday 2-7 pm	Tuesday 2-7 pm	Wednesday 1-7pm	Thursday 2-7 pm	Friday 2-7 pm

How long can you commit to volunteering at the Club? _____

I am most interested in helping in the following program areas: (Check all that apply)

- Games Room (pool) Brain Zone (education, science) Art Room (arts & crafts)
- Gym (sports, recreation) Tech Lab (computer, photography) Office help

REFERENCES: (Please list at least two people who can attest to your ability to work with youth)

Name: _____ Phone: _____

Name: _____ Phone: _____

**BOYS & GIRLS CLUBS OF EMERALD VALLEY
CRIMINAL HISTORY VERIFICATION AND AUTHORIZATION FOR RELEASE OF
INFORMATION**

False or incomplete information will be cause for denial of employment or volunteering.

Last Name _____ First _____ Middle _____
_____ Maiden Name: _____

Address _____ City _____ ST _____
_____ ZIP _____

Date of Birth _____ Sex _____ Social Security # _____

Oregon Drivers License/Identification #: _____

In what states, other than Oregon, have you resided: -

If California, specify county:

I. AUTHORIZATION: *I am an applicant for a position with the Boys & Girls Clubs of Emerald Valley. The Boys & Girls Clubs of Emerald Valley needs to thoroughly investigate my personal history to evaluate my qualifications to hold the position for which I am applying.*

I hereby authorize any representative of the Boys & Girls Clubs of Emerald Valley, bearing this release, to obtain information pertaining to my personal history. The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Boys & Girls Clubs of Emerald Valley to consider in determining my suitability for employment or a volunteer position.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Boys & Girls Clubs of Emerald Valley in conjunction with employment/volunteer procedures, only. This waiver is valid for a period of three (3) years from the date of my signature.

I agree to indemnify and hold harmless the person to whom this request is presented from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

SIGNATURE: _____

DATE: _____

II. HISTORY

A. Have you **ever** been arrested, convicted or pled guilty to any crime(s) which are felonies under the laws of Oregon, another state or country where the arrest was made, or the United States? Yes _____ No _____

If yes, explain fully:

B. Have you **ever** been cited, arrested, convicted or pled guilty to any misdemeanor other than traffic citation(s)

Yes _____ No _____ If yes, explain fully:

Any pending charges? _____

C. Have you been arrested for a crime for which there has not yet been an acquittal or dismissal?

Yes No

D. Have you **ever** been adjudicated guilty of a felony or misdemeanor or any juvenile proceeding? Yes No

E. Have you **ever** been convicted of a sex-related crime?

Yes No

If yes, was the conviction in Oregon or another state? Please specify: _____

If yes, did the crime involve force or minors? Yes No

F. Have you **ever** been convicted of child abuse or neglect or is there a pending criminal charge against you for child abuse or neglect?

Yes No

G. Have you **ever** been convicted of a crime involving violence or threat of violence?

Yes No

If yes, was the conviction in Oregon or another state? Please specify: _____

Please continue on reverse side...

H. Have you **ever** been convicted of a crime involving criminal activity in drugs or alcoholic beverages? Yes

No

If yes, was the conviction in Oregon or another state? Please specify: _____

I. Have you **ever** been convicted of any other crime except minor traffic violations and traffic crimes? Yes

No

J. Have you **ever** had your driver's license suspended or revoked? Yes

No

If yes, was the conviction in Oregon or another state? Please specify: _____

K. Are there any other facts or circumstances involving you or your background that would call into
Question being entrusted with the supervision, guidance, and care of young people? Yes

No
Please explain:

I hereby grant to the Boys & Girls Clubs of Emerald Valley permission to check civil or criminal records to verify any statement made on this form.

SIGNATURE: _____

DATE:

Regardless of whether the applicant grants consent, the Boys & Girls Clubs of Emerald Valley will conduct a criminal offender record check of all applicants for paid and volunteer positions. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate federal civil rights law. The applicant may obtain further information concerning the applicant's rights by contacting the Bureau of Labor and Industries, Civil Rights Division, State Office Building, 4th Floor, Portland, Oregon, 97201, phone, 503-229-6600.

I acknowledge receipt of this notice.

SIGNATURE: _____

DATE:

(In order for the Boys & Girls Clubs of Emerald Valley to process this request, applicant must sign one of the above statements.)

Advisory:

* A check of the applicant's criminal history will be made to verify the responses to the preceding questions.

* All false or misleading information will be cause for dismissal from employee or volunteer positions.

* A photocopy of this authorization is as authentic as the original signed statement of release.



BOYS & GIRLS CLUBS
OF EMERALD VALLEY

Background Check Policy for Employees & Volunteers

All employees & volunteers, as required by law, who have direct, unsupervised contact with youth shall be required to submit to a nationwide criminal history records check.. All employees & volunteers will have to undergo a nationwide criminal history records check at a minimum of every-other-year.

The Board may require an Oregon criminal history check for screening applicants for employment or other individuals considered for use as volunteers for the Club who have direct, unsupervised contact with youth.

“Direct, unsupervised contact with youth” is defined and used throughout this policy as: contact with youth that provides the person opportunity & probability for personal communication or touch when not under direct supervision.

An exception will be made to criminal records checks if the Club has on file evidence from a previous employer documenting a successfully completed National criminal records check within the last 18 months. Evidence will be a copy of the records check.

Notification:

All employment & volunteer positions that provide the opportunity for an individual to have direct, unsupervised contact with youth will require a criminal background check & the Club will provide notification to individual's that ~

- a. Such checks are required by law &/or Board policy
- b. Any action resulting from those checks may be appealed as a contested case
- c. All employment/volunteer contract offers are contingent upon the results of such checks
- d. A refusal to consent to criminal records checks or falsely stating on application or background check form as to conviction of a crime shall result in immediate termination from employment/volunteer status.

Processing/Reporting Procedures

1. Any individual subject to criminal records check must complete the Criminal Background Check form provided by the Club.
2. Following acceptance of an offer of employment/volunteering, the background check will be kept on file.
3. During the duration of employment/volunteerism you will need to undergo a background check at least every other year.

Appeals:

An individual may appeal a determination which prevents his/her employment/volunteering eligibility with the Club. Individuals eligible to appeal as a contested case will need to do so in writing and submit it to the Appeals committee at the Club.



BOYS & GIRLS CLUBS
OF EMERALD VALLEY

Crimes:

Any individual who has been convicted of any of the crimes listed in ORS342.143, (listed below in Section A), or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, shall be refused continued employment/volunteerism with the Boys & Girls Clubs of Emerald Valley.

Section A ~ Oregon Laws

163.095	Aggravated Murder
163.115	Murder
163.185	Assault 1 in the First Degree
163.235	Kidnapping in the First Degree
163.355	Rape in the Third Degree
163.365	Rape in the Second Degree
163.375	Rape in the First Degree
163.385	Sodomy in the Third Degree
163.395	Sodomy in the Second Degree
163.405	Sodomy in the First Degree
163.408	Unlawful Sex Penetration in the Second Degree
163.411	Unlawful Sex Penetration in the First Degree
163.415	Sexual Abuse in the Third Degree
163.425	Sexual Abuse in the Second Degree
163.427	Sexual Abuse in the First Degree
163.435	Contributing to the Sexual Delinquency of a Minor
163.445	Sexual Misconduct
163.465	Public Indecency
163.515	Bigamy
163.525	Incest
163.547	Child Neglect in the First Degree
163.575	Endangering the Welfare of a Minor
163.670	Using Child in Display of Sexually Explicit Conduct
163.675	Sale of Exhibition of Visual Reproduction of Sexual Conduct by Child
163.680	Paying for Viewing Sexual Conduct Involving a Child
163.684	Encouraging Child Sex Abuse in the First Degree
163.686	Encouraging Child Sex Abuse in the Second Degree
163.687	Encouraging Child Sex Abuse in the Third Degree
163.688	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the First Degree
163.689	Possession of Materials depicting Sexually Explicit conduct of a Child in the Second Degree
164.325	Arson in the First Degree
164.415	Robbery in the First Degree
166.005	Treason
166.087	Abuse of a Corpse in the First Degree
167.007	Prostitution
167.012	Promoting Prostitution
167.017	Compelling Prostitution
167.062	Sadomasochistic Abuse or Sexual Conduct in Live Show
167.065	Furnishing Obscene Materials to minors
167.070	Sending Obscene Materials to Minors
167.075	Exhibiting an Obscene Performance to a Minor
167.080	Displaying Obscene Materials to Minors
167.087	Disseminating Obscene Materials to Minors
167.090	Publicly Displaying Nudity or Sex for Advertising Purposes
475.995	Distribution of Controlled Substance to Minors
475.999	Manufacture or Delivery of Controlled Substance to Minor or Student within 1,000 feet of School
161.405	Attempt to Commit any of the Above Listed Crimes

Section B ~ Major Traffic Violations

Any of the crimes listed below will prevent you from being able to transport youth for any event in connection with the Boys & Girls Clubs of Emerald Valley. If the position you are applying for requires transportation you may be disqualified for that position.

811.140	Reckless Driving
811.182	Criminal Driving while Suspended or Revoked or in Violation of a Permit
811.540	Fleeing or Attempting to Elude Police
811.700	Failure to Perform Duties of Driver when Property is Damaged
811.010	Driving under the Influence of Intoxicant