

Rusk—Panola Children's Advocacy Center

Direct Volunteer Application

PLEASE FILL OUT THE APPLICATION AND CRIMINAL HISTORY CHECK REQUEST FORM
AND RETURN THEM TO THE CENTER: PO Box 1271, Henderson, Texas 75653
(Please print or type)

Name: _____ Date: _____

Address: _____

Email Address: _____

Home Number: _____ Work Number: _____

If at this address less than 3 years, please list prior address:

Address: _____

Social Security Number: _____ - _____ - _____ Texas Driver's License Number: _____

How did you learn about the center?

Emergency Contact Name and Number:

EDUCATION

Check the highest number of years completed

High School 9 10 11 12 Diploma or Equivalent? Y N

College 1 2 3 4 Degree: _____

Graduate School 1 2 3 4 Degree: _____

If you have education beyond high school, describe major areas of interest, special training or certification:

LANGUAGE

Are you fluent in a foreign language? Y N If so, what language(s) and degree of fluency? _____

EMPLOYMENT

If currently employed, please complete the following:

Occupation / Title: _____ How long employed: _____
Company _____
Address _____
Supervisor: _____

Please list any special skills, hobbies or interests you have that may be helpful in your volunteer service:

VOLUNTEER EXPERIENCE

Please list any previous volunteer experience, particularly any working with children and/or families.

# of Years	Agency / Organization	Responsibilities
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES
(non-family members, please)

Name: _____	Phone Number: _____
Address: _____	Relationship: _____
Name: _____	Phone Number: _____
Address: _____	Relationship: _____
Name: _____	Phone Number: _____
Address: _____	Relationship: _____

FURTHER INFORMATION

If you have experience involving any of the following, please describe:

Child Welfare

Juvenile Court

Foster Care

Other agencies offering services to children

Write a brief statement about why you have chosen to volunteer at a community child abuse agency.

What are your primary concerns about becoming a Child Advocacy Center volunteer?

Is there anything else about your personal history that you would like to share?



BOARD OF DIRECTORS STATEMENT

I hereby acknowledge and understand that, with the completion of this application, I give my permission to the Rusk-Panola Children's Advocacy Center (CAC), and its authorized agents, to access information with regard to criminal history, employment history, and other information that may be appropriate to determine my qualifications to serve in the Rusk -Panola CAC Board of Directors.

I further understand that the Rusk -Panola CAC has the right to the following actions: review this application and all subsequent information, unconditionally accept or reject my application, and terminate my volunteer placement at any time. I also understand that I will return any and all properties issued to me by the Rusk -Panola CAC during the course of my volunteer service with the center.

I agree upon placement, that I will perform my board member duties without compensation, and that in doing so, I am not acting as an employee or official representative of the center.

I understand and agree to abide by the regulations and policies of the center that specify that the disclosure of the contents of any communications, records, or files is strictly prohibited, except for purposes directly connected with the administration of the center.

Signature: _____ Date: _____

PLEDGE OF CONFIDENTIALITY

Any information observed in connection with volunteering at the Rusk -Panola Children's Advocacy Center is considered confidential. Confidential information includes the following: information about the identity of or services offered to clients or their families, communication, verbal or otherwise, with clients or their families, and any personal information disclosed to me in my capacity as a board member for the center.

I promise that I shall hold in confidence all information relating to individual cases, clients or their families. I will not violate the confidential relationships between the center and its volunteers, participating and related agencies, courts and/or all parties interviewed or present at the center. I will not remove any written, typed, copied, emailed or faxed documents/records/notes/files from the center without the expressed permission of the Executive Director or Program Manager.

I agree to return all information, printed matter or notations that I have gathered that are relevant to any and all cases and/or clients.

Signature: _____ Date: _____

FELONY CONVICTION INFORMATION

The Rusk –Panola Children's Advocacy Center works in conjunction with law enforcement and state and county agencies involved in the legal process. Therefore, it is required that all volunteer applicants complete this form.

I have or have not been convicted of a felony or misdemeanor. If your answer is in the affirmative, please state the date, place, nature of your conviction and disposition. _____

I am or am not currently under indictment or charged with an official criminal complaint accepted by a district or county attorney. If your answer is in the affirmative, please state the date, place, nature of your conviction and disposition. _____

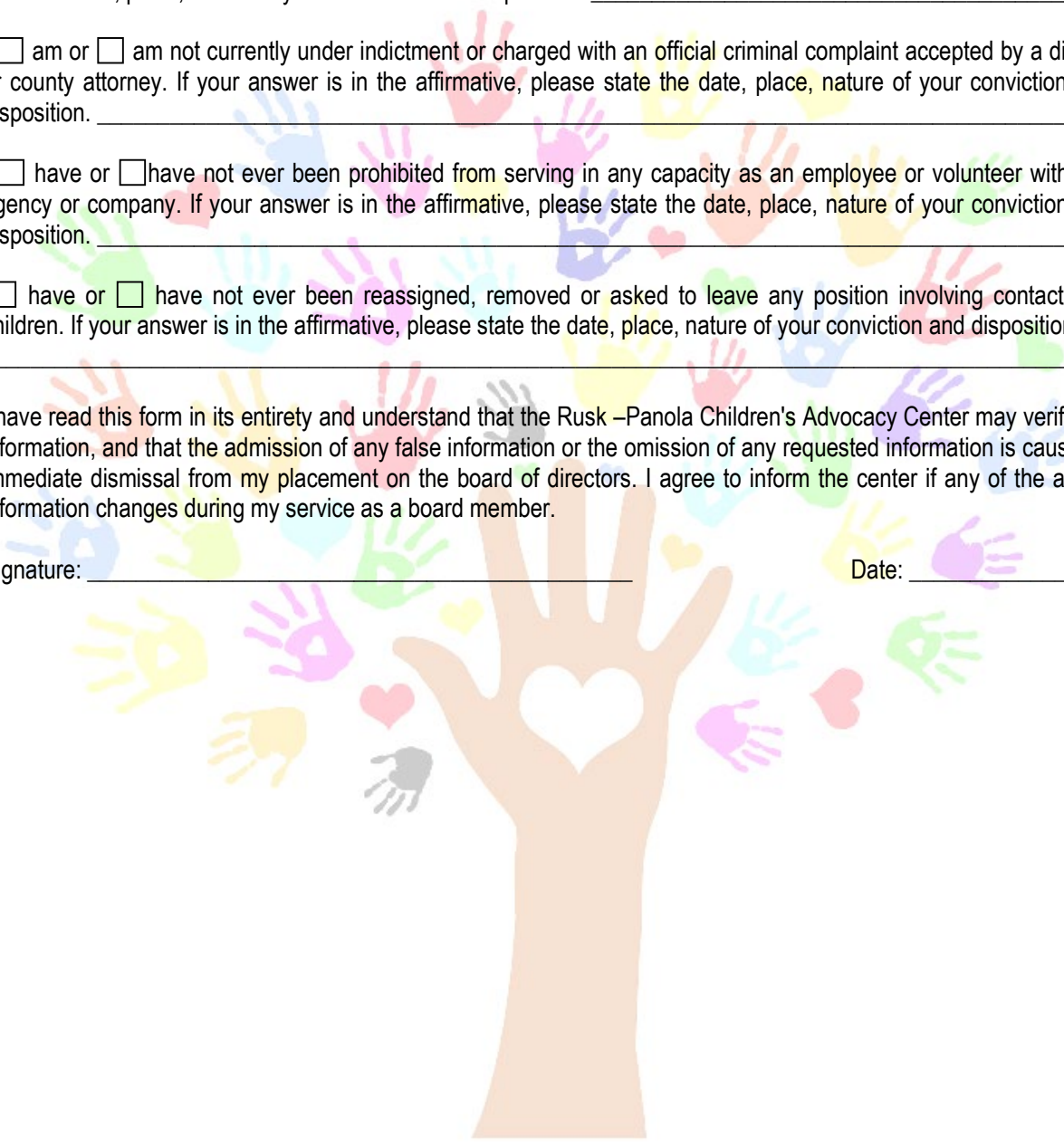
I have or have not ever been prohibited from serving in any capacity as an employee or volunteer with any agency or company. If your answer is in the affirmative, please state the date, place, nature of your conviction and disposition. _____

have or have not ever been reassigned, removed or asked to leave any position involving contact with children. If your answer is in the affirmative, please state the date, place, nature of your conviction and disposition. _____

I have read this form in its entirety and understand that the Rusk –Panola Children's Advocacy Center may verify the information, and that the admission of any false information or the omission of any requested information is cause for immediate dismissal from my placement on the board of directors. I agree to inform the center if any of the above information changes during my service as a board member.

Signature: _____

Date: _____



Date Received: _____

Reviewed by: _____

Date Trained: _____