



# VOLUNTEER APPLICATION FORM

## FOOTHILLS AREA YMCA

Thank you for considering the Foothills Area YMCA as a place to donate your time and talents to strengthen community. Volunteers are vital to the Y! Without them, we wouldn't be able to meet the needs of kids, families, and adults who live in Oconee County.

### Personal Information

Full Name (First, Middle, Last):

Date of Birth (MM/DD/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Email:

Phone:

Current address:

How many years at current address?

### Emergency Contact

Name:

Relationship:

Phone:

### Volunteer Interest

Are you a current member of the Foothills Area YMCA?

☐

Yes

☐

No

Select areas you are interested in for volunteer service:

☐

Main Facility

☐

Soccer

☐

SDOC Swim

☐

Childcare

☐

T-Ball

☐

Other

Have you volunteered previously at FAYMCA?

☐

Yes

☐

No

If Yes, what area?

List any other volunteer experience:

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## Background Information

**Driver's License # and State issued:** \_\_\_\_\_

**Previous addresses for last seven (7) years (not including your current address):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Highest / most recent level of education completed? Please include the school name, years attended, and if you are currently enrolled.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment Information

Please list your most recent three employers, starting with the most recent. Include the name and address of the organization, dates of employment, immediate supervisor's name and phone number, position held, and reason for leaving the position.

### Employer 1

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

### Employer 2

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

### Employer 3

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

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## Additional Information

Have you ever been convicted of, or plead guilty to, any criminal offenses (other than a juvenile offense that is now expunged from your record?)

☐

Yes

☐

No

Have you ever been convicted of, or plead guilty to, a felony?

☐

Yes

☐

No

Have you been released from prison in the past ten (10) years?

☐

Yes

☐

No

## References

Please list three (3) references (2 professional, 1 personal) whom you have known for at least two (2) years and who know you well enough to provide us with a reference.

### Reference 1

Name:

\_\_\_\_\_

Relationship:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Years known:

\_\_\_\_\_

Email:

\_\_\_\_\_

### Reference 2

Name:

\_\_\_\_\_

Relationship:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Years known:

\_\_\_\_\_

Email:

\_\_\_\_\_

### Reference 3

Name:

\_\_\_\_\_

Relationship:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Years known:

\_\_\_\_\_

Email:

\_\_\_\_\_

# VOLUNTEER APPLICATION FORM

## Code of Conduct

- Guidelines that volunteers are expected to follow are:
- In order to protect YMCA volunteers and program participants at no time during a YMCA program may a volunteer be alone with a child where he or she cannot be observed by others. As volunteers supervise children, they should space themselves in such a way that other staff/volunteers can see them.
- Volunteers shall never leave a child unsupervised.
- Restroom supervision: if child is with a parent, then parent will provide safety for child. If child is not with a parent, have your supervisor take the child to the restroom.
- Volunteers shall not abuse children including: Physical abuse (to strike, spank, shake, slap, etc.), verbal abuse (to humiliate, degrade, threaten, etc.), sexual abuse (to inappropriately touch or speak), mental abuse (to shame, withhold kindness, be cruel, etc.), and neglect (to withhold food, water, basic care, etc.).
- Volunteers must use proper techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
- Volunteers will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
- Volunteers will respect child's rights to not be touched in ways that make them feel uncomfortable, and their right to say no.
- Volunteers will refrain from intimate displays of affection towards others in the presence of the children, parents, and staff/volunteers.
- While the YMCA does not discriminate against an individual lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
- Volunteers must appear clean, neat, and appropriately attired.
- Using, possessing, or being under the influences of alcohol or illegal drugs during hours volunteering is prohibited.
- Smoking or use of tobacco on YMCA property or in the presence of children or parents during volunteering hours is prohibited.
- 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.
- Volunteers must be free of physical and psychological conditions that might adversely affect the children physical or mental health.
- Volunteers will portray a positive role model for youth by maintaining an attitude to respect, loyalty, patience, courtesy, tact and maturity.
- Volunteers may not be alone with children in YMCA programs.
- Volunteers are not to transport children in their own vehicles.
- Volunteers may not date program participants under 18 years of age.
- Under no circumstances should Volunteers 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)
- Volunteers will act in a caring, honest, respectful, and responsible manner.

"I agree to abide by the Volunteer Code of Conduct"

\_\_\_\_\_  
Full Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Background Investigation Consent

I, \_\_\_\_\_, authorize the FOOTHILLS AREA YMCA to conduct an independent investigation of my background, including my references, employment history, education, and criminal or police records. I understand that investigation may involve both public and private organizations, as well as public records, to verify the information provided in my application or resume and/or to gather additional information relevant to my qualifications for employment.

I, \_\_\_\_\_, authorize the complete release of these records or data pertaining to me that an individual, company, corporation, or agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish FOOTHILLS AREA YMCA or its designated agents with any and all information in their possession regarding me in connection with a volunteer application. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that I have the right to request a copy of the information received by the FOOTHILLS AREA YMCA by submitting a written request, and that pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me. Additionally, I acknowledge that I will have the opportunity to respond to any inaccurate information provided by the company conducting the investigation.

I hereby release the FOOTHILLS AREA YMCA and any individuals or entities providing information based on this authorization from any and all liabilities, claims, or lawsuits related to the information obtained from the sources mentioned above.

\_\_\_\_\_  
Full Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit completed application to:  
Pam Holladay, Branch Executive  
FOOTHILLS AREA YMCA  
370 Memorial Drive, Seneca, SC 29672  
pholladay@faymca.org  
864.571.9622