



VOLUNTEER APPLICATION WESTFIELD AREA Y

Position(s) being applied for: _____

We consider each volunteer application without regard to age, race, gender, color, religious creed, national origins, sexual orientation, criminal record, mental illness, handicap, disability, marital status or any other legally protected status pursuant to relevant federal, state and local laws.

** Notice to Applicants **

The Westfield Area Y maintains a "zero tolerance" for child abuse and/or substance abuse.

Criminal background check and other federal or state screenings for child abuse and other criminal convictions will be conducted.

Screening tests for alcohol and illegal drug use may be required before volunteering and during volunteering at the Westfield Area Y.

Please type or print. Application must be completely filled out in order to be considered.

Personal Data

Name _____ Home Phone _____

Address _____ Cell Phone _____

City _____ State _____ Zip _____

Email Address _____

Previous residence (Address, City, State, Zip): _____

Previous residence (Address, City, State, Zip): _____

Previous residence (Address, City, State, Zip): _____

• Have you previously worked for any Y? Yes No If yes, when _____
Y Name & Address _____

• Do you have any pending criminal charges or have you ever pled guilty or been convicted of a crime, felony, disorderly persons offense, drunk driving offense? Do not include convictions that have been annulled, expunged or sealed by a court.
 No Yes, detail _____

Answering "yes" to these questions does not constitute an automatic bar to volunteering but will be considered in relation to the position sought.

Volunteer's Availability

When are you available (check all that apply)?

___ Mornings ___ Days ___ Evenings ___ Late Evenings ___ Weekends

Available start date? _____ Available hours? _____

Employment & Volunteer History

Provide the following information of your past and current employers or assignments, **starting with the most recent** (use additional sheets if necessary).

Employer _____ Telephone (____) _____ Address _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Hourly Rates/ Salary Starting \$ _____ per _____	_____
Immediate supervisor and title _____		_____
Reason for leaving _____	Hourly Rates/ Salary Final \$ _____ per _____	_____
_____		_____
Employer _____ Telephone (____) _____ Address _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Hourly Rates/ Salary Starting \$ _____ per _____	_____
Immediate supervisor and title _____		_____
Reason for leaving _____	Hourly Rates/ Salary Final \$ _____ per _____	_____
_____		_____
Employer _____ Telephone (____) _____ Address _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Hourly Rates/ Salary Starting \$ _____ per _____	_____
Immediate supervisor and title _____		_____
Reason for leaving _____	Hourly Rates/ Salary Final \$ _____ per _____	_____
_____		_____
Employer _____ Telephone (____) _____ Address _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Hourly Rates/ Salary Starting \$ _____ per _____	_____
Immediate supervisor and title _____		_____
Reason for leaving _____	Hourly Rates/ Salary Final \$ _____ per _____	_____
_____		_____

Non-employment Record

Include explanation of all lapses in employment on preceding page.

From		To		Reason
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

Education

School Name & Address (high school, college, trade)	Major Course or Degree Program	Diploma/Degree Received

References

List at least three references/persons that know you well and can attest to your abilities and suitability for Y volunteer opportunities **(one reference must be a family member--all other references must be non-relatives)**. **PLEASE DO NOT LIST CURRENT EMPLOYEES, PROGRAM VOLUNTEERS OR BOARD MEMBERS AS REFERENCES.**

Name	Address/Phone Number	Relationship to you	Years Known
1.		FAMILY –	
2.			
3.			
4.			
5.			

Additional Information

Do you hold current CPR certification?

Yes No

Expiration: _____

Do you hold current first aid certification?

Yes No

Expiration: _____

Do you hold current lifeguarding certification?

Yes No

Expiration: _____

Other relevant certifications held:

Type: _____ Expiration: _____ Type: _____ Expiration: _____

How did you find us? (if applicable)

- Walk-in
- Signs at Center
- Web Page
- Referral _____
- Advertisement
- Relative
- Employee _____
- Other _____

Volunteer’s Applicant Statement

I certify that all information I have provided in order to apply for and secure a volunteer position with the Y is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the Y’s service, whenever it is discovered. Initial _____

I expressly authorize, without reservation, the Y, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Y, its agents, employees or representatives, for seeking, gathering and using such information in the volunteer employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered. Initial _____

I understand upon offer of a volunteer position, the Y will conduct a criminal background check prior to and during my volunteerism. Initial _____

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser. Initial _____

I understand that the Y does not discriminate in employing volunteers on the basis of race, color, veteran’s status, religious creed, national origin, sex, ancestry, age or any other protected category; or on the basis of a handicap not limiting the applicant’s ability to perform satisfactorily the job available. The Y will give this application every reasonable consideration. However, in accepting it, the Y makes no commitment of volunteerism to the applicant. Initial _____

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the Y and still wish to be considered for volunteer opportunities, it may be necessary to reapply and fill out a new application. Volunteerism with the Y is volunteerism at will which means that volunteers may end their volunteerism at any time, for any reason; and that the employer (the Y) may terminate volunteers at any time for any reason, with or without cause. Initial _____

I certify that I have read, fully understand and accept all terms of the foregoing volunteer applicant statement. Do not sign until you have read and initialed the above statements.

Signature of Volunteer Applicant

Date

Signature of Parent if volunteer applicant is under 18 years of age
Parent’s Name (please print): _____

Date

**PRE-EMPLOYMENT/VOLUNTEER DISCLOSURE
AUTHORIZATION AND RELEASE**

I understand that in connection with my application for volunteerism, the Westfield Area Y (referred to as "Employer"), Intellicorp.net, their agents, assigns or any other authorized third parties (collectively, the "Investigators") may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my employment history, education, general character or reputation, work experience, driving, criminal and credit histories and such other information the ("Information") as may be required.

I understand that the Westfield Area Y may rely on any part or all of this Information in determining whether to extend an offer of volunteerism to me. I further understand that if any adverse action is taken by the Westfield Area Y, or if the Westfield Area Y chooses not to extend an offer to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act. Provided that the Employer gives me a copy of the Information, I understand and agree that I have no right of recourse against the Employer, and that I waive and voluntarily give up any rights whatsoever that I may have against the Employer for relying upon the Information.

I understand that the background check which may be performed by Investigators is being performed as part of the pre-employment process to evaluate me for volunteer services and is not conducted for any other purpose other than in connection with my application for volunteerism.

I have read this Pre-Employment/Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for volunteerism. I hereby release Investigators from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application for volunteerism with the Westfield Area Y. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check.

Applicant's Signature

Date

Printed Name

REVISED: 01/2012