



VOLUNTEER APPLICATION

Date: _____

Type of work you are seeking (check all that apply):

Direct Contact
 Non-direct contact
 Clerical/Office
 Other

Name: _____

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Cell Phone:** _____ **Email:** _____

Best way(s) to reach you is:
 Home Phone
 Cell Phone
 eMail
 Other _____

Are you at least 18 years of age? YES NO

Have you applied here before? YES NO If yes, give date

Have you ever been employed/volunteered here before? YES NO

Date available to start? _____ Location (i.e. city) preferences or restriction: _____

Volunteer areas of interest (clerical, events, activities, fundraising?): _____

Amount of volunteer time expected/preferred (number of hours/week)?: _____

What days and hours are you available each week? (Please write in times available on each day):

Sun _____
 Mon _____
 Tue _____
 Wed _____
 Thu _____
 Fri _____
 Sat _____

Note: Affirmative answers to the following questions will not necessarily bar you from consideration for volunteer opportunities with The Arc of Allegan County.

Have you ever been convicted of ANY crime? Yes No If yes, please explain _____

Are there ANY charges pending against you? Yes No If yes, please explain _____

Have charges ever been substantiated against you in an investigation conducted by the Michigan Department of Human Services (Office of Children and Adult Licensing), or by Adult or Child Protective Services? YES NO

If yes, please explain. (Attach additional pages if necessary.) _____

Have charges ever been substantiated against you for abuse, neglect, exploitation, mishandling client funds or any other recipient rights violations in an investigation by Department of Commerce/Department of Human Services, a local Community Mental Health Recipient Rights Office, or any other recipient rights office? Yes No

If yes, please explain. (Attach additional pages if necessary.) _____

Have you ever been administratively determined by a federal, state or local governmental agency to have committed any of the following:

Assault/Battery Yes No Abuse or Neglect Yes No Criminal Sexual Conduct Yes No

If you answered yes to any of the above, please list the nature of the offense(s), date(s) of conviction and place(s) of offense(s). Criminal convictions may bar volunteer opportunity if in a job related area. Failure to complete this section accurately may be grounds for immediate termination or withdrawal of volunteer offer. _____

Are you on a court-supervised probation or parole? Yes No If yes, please explain: _____

I hereby release The Arc of Allegan County, and the above referenced persons from all claims, liability and damages that may result from furnishing information to The Arc of Allegan County.

I certify that the information contained in this application is correct. I understand that falsification, misrepresentation, or omission of information on this application may prohibit acceptance to volunteer for The Arc of Allegan County or may be grounds for dismissal. In completing this application and submitting it to The Arc of Allegan County, I understand that any offer is contingent upon meeting necessary requirements for the position, as detailed in the Volunteer Policies & Procedures.

In consideration for a volunteer position, I agree to conform to the rules and regulations of The Arc of Allegan County, and understand that I may be dismissed from my volunteer position at any time, with or without cause, with or without notice, at the option of either The Arc of Allegan County or myself.

Signature of Applicant

Date