

Volunteer Application



Thank you for your interest in volunteering with the Dispute Resolution Center of Montgomery County.

The DRC of Montgomery County offers equal opportunities to all volunteer applicants. It is committed to equal and fair selection procedures, without regard to race, color, religion, sex, national origin, or age. Your application will be given every consideration but its completion does not imply you will be appointed as a volunteer by the DRC, as the screening process for volunteers is guided by the community needs of Montgomery County.

The DRC is mandated to conduct a criminal background check on any individual mediating or observing cases. In order to move forward with the volunteer process, please provide us with the following information that is requested below.

Volunteer Information	
Name (First, Middle, Last)	
Nickname/Preferred Name:	
Date of Birth (MM/DD/YYYY)	
Street Address:	
City, State, Zip Code:	
Home Phone:	
Cell Phone:	
Work Phone:	
E-Mail Address:	
Preferred Method for Contact?	
How did you hear about us?	
Have you ever applied here before?	() Yes: When? _____ () No
In case of emergency, please contact:	Name: _____ Relation: _____ Phone #: _____
Spouse's Name (if applicable):	
Are you a U.S. Citizen or Legal Alien?	() YES () NO If no, please include A#: _____ Country of Citizenship: _____
Education Information	
High School/GED:	
Jr. College/Technical School:	
Undergraduate School:	
Graduate School:	
Other Degrees, Certificates, or Special Training:	_____ _____
Mediation Training (Please note date received and training facility)	General: _____ Family: _____

Employment Information

Please note your three (3) most recent paid, volunteer, or internship experiences in this section:

Current Employer:	
City, State, Zip Code:	
Supervisor/Phone Number:	
Position:	
Duties:	_____

May we contact this employer?	
Previous Employer:	
City, State, Zip Code:	
Position:	
Supervisor/Phone Number:	
Duties:	_____

May we contact this employer?	
Previous Employer:	
City, State, Zip Code:	
Position:	
Supervisor/Phone Number:	
Duties:	_____

May we contact this employer?	

Professional References

Please list three (3) professional, non-relative references:

Name & Company	Position	Phone # & E-Mail Address
1.		
2.		
3.		

Conviction Disclosure

Have you ever been convicted of a crime other than a minor traffic offense? (please check one)

YES NO

If yes, please explain number of convictions, nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation:

A conviction will not automatically disqualify you for a volunteer position with the DRC.

Availability

The DRC operates Monday through Friday, 8 AM to 5 PM.

During which days and hours are you available to volunteer your time?

✓ Please check your availability below:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING: 9:00 AM					
AFTERNOON: 1:00 PM					
EVENING: 5:30 PM					

Special Skills and Qualifications

Please attach a current resume

Please summarize any special skills, expertise, and/or unique qualities or characteristics you have gained through employment, volunteer work, special training, or other activities.

What do you believe your communication strengths and challenges are?

By submitting this application, I assert that the facts set forth in it are true and complete to the best of my knowledge and understand that misleading or false information will constitute sufficient cause for the refusal of volunteer appointment or, if already appointed as a volunteer, termination of my volunteer assignment.

I understand that neither the acceptance of this volunteer application nor the entry into any type of volunteer relationship with the DRC of Montgomery County creates an actual or implied contract of a volunteer relationship. I understand that, if I accept a volunteer position with the DRC, it will be on an *at-will* basis. This means that either the DRC or I have the right to terminate the relationship at any time, for any reason, with or without advance notice.

I authorize the DRC of Montgomery County to investigate information concerning my education, employment, criminal history, and all other aspects of my background relevant to my volunteer application. I hereby release the DRC of Montgomery County and its employees from all liability arising from such investigation. I understand that passing a background check is a condition of volunteer acceptance.

Date: ____/____/____

Volunteer Applicant's Printed Name

Volunteer Applicant's Signature

Pledge of Confidentiality

I understand that as staff/intern/volunteer/contractor at the Dispute Resolution Center of Montgomery County (DRC) I will be exposed to privileged information. I understand that I must maintain the privacy and confidentiality of any and all client, intern, volunteer, contractor, employee and agency information. I recognize the value and sensitivity of confidential information and agree to protect the anonymity of the aforementioned individuals in every way possible in order to preserve what is protected by law.

Client Confidentiality

I agree not to divulge information about any client to anyone outside of the DRC. I will not acknowledge a client in public in such a way that publicizes his/her connection with the DRC. Additionally, if I should directly hear or overhear and/or suspect that someone is sharing client information in public, I will notify the Executive Director immediately in order for the situation to be rectified and for the DRC to preserve client confidentiality.

The DRC understands and agrees that by law, there is an obligation to disclose confidential information to the appropriate authorities in situations that involve child abuse, elder abuse, and threats of harm toward others. If this situation occurs during the course of my responsibilities as staff, intern, volunteer, or contractor, I will notify the Executive Director as soon as possible.

Team Confidentiality

I understand how important it is not to disclose my own personal information or that of any other intern, volunteer, contractor, employee or any other person affiliated with the DRC. I pledge to hold all information (verbal, written, or computerized) in the strictest confidence with regards to anyone affiliated with the DRC and will not disclose any information to any third party.

I understand and agree to keep all client, intern, volunteer, contractor, employee and agency information confidential for an indefinite period of time, even after I am no longer with the DRC.

It has been explained to me how serious it is to violate this Pledge of Confidentiality and that I will be held accountable for any harm that results from any such indiscretion.

It is understood that my relationship with the DRC may be terminated and further action could be taken by the Board of Directors if this occurs.

I have read the above Pledge of Confidentiality and affirm that I will abide by this agreement.

Printed Name: Staff/Intern/Volunteer/Contractor

Date

Signature: Staff/Intern/Volunteer/Contractor



Background Verification Release Form

AGENCY INFORMATION

Form with fields: Date, Agency Name, Contact Name, Agency's Main Phone Number, Agency's Fax Number

APPLICANT INFORMATION:

Form with fields: Applicant Full Name (Last, First, MI), Maiden or Other Name(s) Used, Current Address, City, State, Zip Code, County, Social Security Number, Date of Birth, Driver's License Number, State Issued, Position Applied For, Gender (Male/Female), Race (African American, American Indian, Anglo, Asian, Hispanic, Other)

I hereby authorize VERIFYI and or its Service Provider to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Social Security Number Trace including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681, Driving Record, Employment History from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers.

The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time within 36 months from the date on this document. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge VERIFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VeriFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

Applicant's Signature

Date

Applicant's Printed Name

Parent/Guardian's Signature (if under 18 years of age)