

# Volunteer Application

## OFFICE USE ONLY

Orientation Date : \_\_\_\_\_

Volunteer Start Date : \_\_\_\_\_

Site : \_\_\_\_\_

Volunteer Group : \_\_\_\_\_



Date : \_\_\_\_\_

Full Name : \_\_\_\_\_  
Last First Middle Initial

Home Address : \_\_\_\_\_  
Street Address Apartment / Unit #

City State Postal Code

Home Phone : \_\_\_\_\_ Cell Phone : \_\_\_\_\_

Email : \_\_\_\_\_

Skills : \_\_\_\_\_

Gender :  M  F

Date of Birth : \_\_/\_\_\_/\_\_\_\_\_

### Ethnicity (check all that apply) :

- Black / African American  Asian / Pacific Islander  White / Caucasian  
 Hispanic / Latino  Native American / Alaskan  Other : \_\_\_\_\_

Occupation : \_\_\_\_\_ Company / Org / School : \_\_\_\_\_

### Does your company participate in the corporate giving program for your time donated?

Y  N  I don't know

If yes, how many hours do you need to complete? \_\_\_\_\_ hours

What date must you complete these hours by? \_\_\_ / \_\_\_ / \_\_\_\_\_



# Volunteer Code of Ethics



1. Smoking or use of tobacco in the presence of children is prohibited.
2. Using, possessing or being under the influence of alcohol/illegal drugs will not be tolerated.
3. Volunteers shall not abuse children in any manner, including, but not limited to:
  - › Physical abuse – striking, grabbing, spanking, shaking or slapping
  - › Verbal abuse – humiliation, degradation, cursing or threats
  - › Sexual abuse – inappropriate touching, exposure or conduct which creates a sexually hostile environment
4. Volunteers must treat children of all races, gender, religious backgrounds and cultures with equal respect and consideration.
5. Volunteers must use positive techniques of guidance, including positive reinforcement and encouragement, rather than criticism.
6. Volunteer shall abstain from use of humiliating or frightening discipline techniques.
7. Volunteers shall not use inappropriate or offensive language.
8. Volunteers will serve as a positive role model for Heart House youth by maintaining an attitude of respect, patience, integrity, courtesy, tact and maturity.
9. Volunteers will not babysit or invite children to their homes or social events without written consent from the Heart House Executive Director and the children's parents/guardians.
10. Volunteers will adhere to dress code policies while working with children, including:
  - › Wearing modest clothing, including: shorts and skirts of modest length and no spaghetti strap tops, tube tops, or low cut tops.
  - › Covering tattoos and piercings, when reasonably possible

I understand that as a volunteer for Heart House, I will be subject to a criminal background check. I have read the code of ethics and fully agree to comply with them. I understand that Heart House board may relieve me of my duties if it concludes in the exercise of its' sole discretion that I have violated these rules or other Heart House policies and procedures.

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**Signature**

**Printed Name**

**Date**

## ART WORK, PHOTOS AND WRITINGS RELEASE

I hereby authorize that photographs or recordings of myself and writing or artwork collected from me may be taken or used in connection with my participation in learning center programs and activities and give permission for such artwork, photographs and writings to be published and/or sold in marketing or fundraising activities. This may include photos and other representations used in printed materials, videos, online newsletters or websites.

**YES**    **NO**

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**Signature**

**Printed Name**

**Date**

Out of concern for the well-being and safety of the children and families we serve, Heart House Dallas performs criminal background checks on adult volunteers. Heart House Dallas deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit a person from serving as a volunteer, including one who has been arrested for, convicted of, been on probation for or received deferred adjudication for any criminal conduct.

The right to disqualify applies itself to any criminal conduct regardless of whether (a) the criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged, (b) the criminal charges resulted in a non-conviction such as probation or (c) the criminal conviction was subsequently expunged from the applicant's record as a result of appropriate legal proceedings.

### **CONSENT FOR CRIMINAL BACKGROUND CHECK AUTHORIZATION/WAIVER/INDEMNITY**

I hereby give my permission to HEART HOUSE DALLAS to obtain information relating to my criminal history record through Affordable Searches, Inc and/or other state, federal and national agencies that maintain such information. The criminal history record, as received from the reporting agency, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. It draws from multiple criminal record sources in a total of 50 states and the District of Columbia. It includes criminal data from criminal courts; state criminal record repositories, probation, prison parole and release files, registries and other government agencies, as well as additional criminal history data proprietary to The National Background Directory. In addition, this report checks the sexual offender databases in all 50 states and the District of Columbia, as well as searching terrorist databases. In addition to the criminal data from NBD, information will be obtained on the volunteer's previous residence addresses, whether a Social Security number has been issued, maiden and/or married names associated with the SSN and whether the volunteer's SSN is currently being used by other individuals.

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 records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by HEART HOUSE DALLAS 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, the undersigned, do for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify HEART HOUSE DALLAS and each of their officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence and/or strict liability of HEART HOUSE DALLAS) and any and all related attorney's fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a staff member or volunteer.

All information shall remain confidential between Applicant and HEART HOUSE DALLAS.

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**Signature**

**Printed Name**

**Date**

# Criminal History Records Check Statement



Full Name : \_\_\_\_\_  
Last First Middle Initial

Home Address : \_\_\_\_\_  
Street Address Apartment / Unit #  
\_\_\_\_\_  
City State Postal Code

Social Security # : \_\_\_\_\_ Home Phone : \_\_\_\_\_

Former Name(s) / Aliases : \_\_\_\_\_

Gender :  M  F      Date of Birth : \_\_/\_\_/\_\_\_\_

**Ethnicity (check all that apply) :**

- Black / African American     Asian / Pacific Islander     White / Caucasian  
 Hispanic / Latino     Native American / Alaskan     Other : \_\_\_\_\_

**If you have lived in Texas less than 2 years, please provide at least one previous address :**

\_\_\_\_\_  
Street Address Apartment / Unit #  
\_\_\_\_\_  
City State Postal Code

**Have you ever been convicted of a crime (excluding minor traffic violations) and / or are there any legal charges pending against you?**

YES     NO

**If yes, please explain :**

\_\_\_\_\_

**We ask each volunteer to donate \$10 to help offset the cost of running the background check. Your help is appreciated!**

**Click to Donate Now**

# Parental Consent & Liability Release for Minor



**Voluntary Participation:** I acknowledge that my child, \_\_\_\_\_ is at least thirteen (13) years of age and has voluntarily applied to assist Heart House Dallas in providing homework and tutoring assistance to the low-income children that Heart House Dallas serves. I understand that as a volunteer, my child will not be paid for his/her services and that he/she will not be eligible for any Worker's Compensation benefits.

**Release:** In consideration of the opportunity afforded my child to assist Heart House Dallas, I hereby agree that I, my child, my assignees, heirs, guardians and legal representatives will not make a claim against Heart House Dallas or any of its affiliated organizations, either of their offices of directors collectively or individually or the supplier of any materials or equipment that is used by Heart House Dallas or any of the volunteer workers, for the injury or death or my child or damage to his/her property, however caused, arising from his/her participation in volunteering at Heart House Dallas. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions or causes of action resulting from personal injury or death to my child or damage to his/her property sustained in connection with volunteering with Heart House Dallas. I further consent to the unrestricted use by Heart House Dallas and/or persons, authorized by them of any photographs, recordings, interviews, videotapes, motion pictures or similar visual recording of my child.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017 in Dallas, Texas.

\_\_\_\_\_  
**Parent / Guardian Signature**

\_\_\_\_\_  
**Parent / Guardian Printed Name**

**Home Address :** \_\_\_\_\_  
Street Address Apartment / Unit #  
\_\_\_\_\_  
City State Postal Code

**IN CASE OF EMERGENCY, PLEASE CONTACT ME AT THE FOLLOWING PHONE NUMBER(S)**

\_\_\_\_\_