



The Children's Center  
Volunteer Application

**Volunteer Application**

**PERSONAL**

Name: \_\_\_\_\_  
*(Last) (First) (Middle)*

Address: \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_  
*(Area Code)*

Do you possess a valid NY State Driver's License?  Yes  No

Have you been convicted of a crime?  Yes  No If yes, explain: \_\_\_\_\_  
*OFO follows N.Y.S. Correction Law: Article 23-A and does not unfairly discriminate against persons previously convicted of criminal offenses.*

Have you volunteered at OFO before?  Yes  No If yes, what program and when? \_\_\_\_\_

**INTERESTS AND SKILLS**

What is Your Interest in Volunteering at the Children's Center:

\_\_\_\_\_

What special skills/experiences do you have to offer:

\_\_\_\_\_

The Children's Center is open from 9am to 4:30pm (8:30- 4:00 July & August) When are you available:

whenever needed

these days/times only: \_\_\_\_\_

**RELEVANT EDUCATION:**

<i>Type of School</i>	<i>Name and Location</i>	<i>Course of Study</i>	<i>Degree, Diploma, Certificate</i>
High School			
College/University			
Other Education			

**RELEVANT EMPLOYMENT HISTORY (List Most Recent First):**

1. Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*

Supervisor and Title: \_\_\_\_\_ Your Title: \_\_\_\_\_

If this is current employer, may we contact them for a reference?  Yes  No

Work Performed: \_\_\_\_\_

2. Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Supervisor and Title: \_\_\_\_\_ Your Title: \_\_\_\_\_

May we contact them for a reference?  Yes  No

Work Performed: \_\_\_\_\_

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**OTHER REFERENCE: (optional)**

<i>Name</i>	<i>Relationship</i>	<i>Daytime Phone</i>	<i>Home Phone</i>
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**ACKNOWLEDGEMENTS**

Read each statement carefully before signing

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration as a volunteer and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a decision about my acceptance as a volunteer. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer to volunteer, both the offer and continued volunteer placement is contingent on completion of all requirements set by OFO and the specific requirements of programs within OFO. These may include but not limited to: physical exam, background/reference check, tuberculosis testing, and other licensing requirements.

I have read, understand and by my signature consent to these statements.

**Volunteer Applicant Signature: Date:**

The following section must be completed by volunteer applicants for the Children's Center:

Please sign the following declaration which lists:

1) All pending and prior criminal arrests and charges related to child sexual abuse and their disposition; 2) convictions related to other forms of child abuse and/or neglect; and 3) all convictions of violent felonies. The declaration may exclude: any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law; any convictions which has been expunged under Federal or State Law; and any conviction set aside under the Federal Youth Corrections Act or similar State authority.

State Licensing regulations require that a prospective staff must declare whether or not they have been convicted of any misdemeanor or felony in New York State or any other jurisdiction. Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Head Start agencies must review each case to assess the relevance of an arrest, charge, or conviction to a hiring decision. Please provide your signature on the appropriate category below:

I *have not* been arrested, charged and/or convicted of one or more of the types of offenses listed above.

**Applicant Signature: Date:** \_\_\_\_\_

I *have been* arrested, charged, and/or convicted of one or more of the types of offenses listed above.

**Applicant Signature: Date:** \_\_\_\_\_