



Big Brothers Big Sisters

Big Brothers Big Sisters Services, Inc.
107 Westdale Avenue
Winston-Salem, NC 27101
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www.bbbsnc.org

Oriented: _____ Initials: _____ Program: _____ Site: _____

BIG BROTHERS BIG SISTERS VOLUNTEER APPLICATION

Along with this application, you will need to submit a copy of a government-issued photo ID, as well as your driver's license (if not used as your government-issued photo ID), and proof of auto-insurance, if you plan to transport a child within the community-based program. All applications will be given equal consideration regardless of race, age, sex, disability, marital status, sexual orientation, religion or national origin.

APPLICANT INFORMATION

Form section for Applicant Information including fields for Full name, Date of birth, Birthplace, Current address, City, State, Zip code, Length at address, Race, Gender, Driver's license #, State issued, Expiration date, Social security #, Permanent address (Students Only), E-mail address, Preferred phone number, Alternate number, Best time to reach you, Preferred method (Phone, Email).

PERSONAL INFORMATION

Form section for Personal Information including fields for Highest level of education completed, Are you a student?, What school?, What year?, Family status, How long?, Spouse's name.

EMPLOYMENT INFORMATION

Form section for Employment Information including fields for Current employer, Employer address, City, State, Phone, Can you be contacted at work?, Title, Length of employment.

REQUIRED REFERENCES: PLEASE LIST INFORMATION FOR AT LEAST THREE REFERENCES BELOW INCLUDING:
1. YOUR SPOUSE OR DOMESTIC PARTNER (I.E., IF YOU LIVE WITH A SIGNIFICANT OTHER/ GIRLFRIEND/BOYFRIEND) OR A FAMILY MEMBER, IF YOU DO NOT HAVE A SPOUSE, PARTNER, OR SIGNIFICANT OTHER);
2. CURRENT OR FORMER EMPLOYER OR CO-WORKER YOU HAVE KNOWN FOR AT LEAST ONE YEAR, OR SOMEONE FROM YOUR SCHOOL IF YOU ARE A STUDENT; AND
3. A FRIEND OR NEIGHBOR YOU HAVE KNOWN FOR AT LEAST TWO YEARS.
4. IN ADDITION TO THE REFERENCES ABOVE, BBBS REQUIRES REFERENCES FROM ALL YOUTH SERVING ORGANIZATIONS AT WHICH YOU HAVE WORKED OR VOLUNTEERED IN THE PAST. PLEASE LIST ADDITIONAL ON SEPARATE PAGE, IF NEEDED.

Table with 4 columns: Name, Relationship, E-mail, Phone. Rows 1-6 for listing references.

ADDITIONAL INFORMATION

List any known current or former Big Brothers/Big Sisters:

How did you find out about Big Brothers Big Sisters?

Have you previously been involved with Big Brothers Big Sisters in any capacity? Yes No

If yes, when, how and where

Are you interested in learning about additional ways to contribute to the Big Brothers Big Sisters mission? Please check all interests.

- Becoming a donor
- Helping to recruit volunteers
- Volunteering at agency events for matches, Littles, waiting-list children, etc.
- Volunteering at agency fundraising events
- Inviting BBBS to speak at a company, church, organization, or other group of which I am a member

AUTHORIZATION FOR CRIMINAL HISTORY RECORD CHECK

I, _____ (print your name), hereby authorize Big Brothers Big Sisters Services, Inc. or third party vendor to obtain information pertaining to any criminal charges currently pending and/or convictions I have had for violation of municipal, county, state, or federal laws. This information will include, but not be limited to, allegations regarding, and convictions for crimes committed upon minors. I understand that this information will be gathered from any law enforcement agency of this state or any state or federal government, or from third-party providers of information originally obtained from law enforcement or court records.

I understand that I will be given a copy of the record and an opportunity to challenge the accuracy of any information received that appears to implicate me in criminal activities before any adverse action is taken. To facilitate this challenge, I will be told the nature of the information and the agency from which it was obtained. It will be my responsibility to contact the agency to correct any inaccuracies any employment or volunteer assignment will be deferred. As an applicant for a volunteer position, I hereby attest to the truthfulness of the representations I have made regarding my criminal history, if any. Except as I have disclosed, I have not been found guilty of, or entered a plea of nolo contendere or guilty to any criminal misdemeanor or felony.

I understand that I do not have to disclose any sealed or expunged conviction records. I understand that I must be truthful and, if any statement I have made is found to be false, I will be denied the position for which I am making application or, if already accepted, terminated from my position. I understand that conviction records are not an automatic bar to volunteering and will be reviewed based on their number, nature and recentness to determine suitability for the position.

VOLUNTEER AGREEMENT

Big Brothers Big Sisters is a social service program designed to help children who have shown a need for a strong and positive relationship with an interested adult. The desires of the child’s parent or guardian are respected in the selection of the appropriate adult for each child. The undersigned acknowledges and agrees that:

1. The references and youth serving-organization I listed may be contacted by mail, telephone, email, or in-person; Other BBBS agencies and youth organizations where I have worked or volunteered may be contacted as references;
2. I am not obligated, if called upon, to perform the volunteer services herein applied for.
3. The BBBS agency is not obligated to match me with a youth and may deny my application or close my match at any time, and to protect all participants’ confidentiality, BBBS is not required to disclose reasons for doing so;
4. The agency has permission to conduct the necessary criminal background checks required for processing; if I am matched in the program I understand that continuous criminal background monitoring will be conducted on me for as long as I remain an active volunteer, and the agency has the right to perform such additional background checks as it deems necessary in its sole discretion. Background checks and monitoring will be done through Background Investigation Bureau.
5. As part of the enrollment and matching processes, I will be required to provide additional personal information, including completion of an in-person interview.
6. I understand that the information I provide in the enrollment process will be kept confidential, unless disclosure is required by law and with exceptions noted below. The agency’s Confidentiality Policy will be reviewed and signed by me to become a permanent part of my file.
7. I understand that incidents of child abuse or neglect, past or present, must be reported to proper authorities;
8. I understand that certain relevant information about me will be discussed with the parent/guardian of a child who is a prospective match (this might include demographic information, information relevant to parent/child preferences, and any information relevant to a child’s safety or well-being);
9. It is my responsibility to update the agency if any of the information I provide on this application, in my interview, or any other information provided during the enrollment process changes (i.e. address, phone number, auto-insurance, new criminal charges, etc.).
10. I agree to timely communication and follow-up with all agency staff.
11. The agency will require a copy of my license and registration which will become a permanent part of my file.

I understand that this is an application for a volunteer opportunity and is not a promise or commitment by Big Brothers Big Sisters.

I certify that all information I have provided or will provide to Big Brothers Big Sisters, including this application, is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would affect my application for a volunteer position. I understand that information contained on my application will be verified by Big Brothers Big Sisters. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant or my termination as a volunteer.

At any time while involved with the Big Brothers Big Sisters program, I agree to immediately inform my Big Brothers Big Sisters contact person of any and all infractions, violations, charges and convictions related to any civil, domestic, or criminal occurrences. I understand that BBBS staff needs to be fully informed to provide the best guidance or support possible.

Signature:	Date:
Printed name:	Date: