

Putting the YOU, back into our YOUth!



# YES VOLUNTEER

Youth Engagement Services

## APPLICATION FORM

Become a volunteer and help  
make a real difference to local people.

### FOR OFFICE USE

#### Manager Use Only

Volunteer Name: \_\_\_\_\_

Volunteering Role: \_\_\_\_\_

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

#### Volunteer Services Use Only

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

Volunteer Ref No: \_\_\_\_\_

Notes:

Which shop/area(s) are you interested in?

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## 1. Personal Details:

<b>Title:</b>	
<b>Surname:</b>	
<b>Forename(s):</b>	
<b>Known As:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b> <b>Home:</b>	
<b>Mobile:</b>	
<b>Email:</b>	

## 2. References

**MANDATORY-** missing info will limit the scope of your role. Please give FULL details of two people we can contact for a reference (not relatives)

<b>Title:</b>		<b>Title:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Email:</b>		<b>Email:</b>	
<b>Telephone:</b>		<b>Telephone:</b>	
<b>Relationship:</b>		<b>Relationship:</b>	

## 3. Emergency Contact

It would be helpful if you can give details of a person who we can contact in an emergency

<b>Name:</b>			
<b>Relationship:</b>			
<b>Address:</b>			
<b>Home Telephone:</b>		<b>Mobile Telephone:</b>	

## 4. Further Information

Please complete as fully as possible. We are interested in all your skills and experience.  
Please use a separate sheet if needed.

**4.1 How did you hear about volunteering opportunities at YES?**

**4.2 Why would you like to volunteer with the YES Department?**

**4.3 Have you done voluntary work before? (If yes, please give details)**

**4.4 Please summarize any current or previous occupation(s):**

**4.5 Please give details of any qualifications and/or experience you have:**

**4.6 Please give details of other skills which you think might benefit the YES Department:**

**4.7 Please tick if you would also be interested in any of the following opportunities:**

Ambassador <input type="checkbox"/>	Accounts <input type="checkbox"/>	Administration <input type="checkbox"/>
Community Development <input type="checkbox"/>	Driftwood Cafe <input type="checkbox"/>	Driver <input type="checkbox"/>
eBay <input type="checkbox"/>	Gardening <input type="checkbox"/>	Maintenance <input type="checkbox"/>
Reception <input type="checkbox"/>	Social Care <input type="checkbox"/>	Therapy <input type="checkbox"/>
Trustee <input type="checkbox"/>	Warehouse <input type="checkbox"/>	

**4.8 Fundraising Department**

On occasions our Fundraising Department contacts volunteers to request help with fundraising events. If you do **not** wish to be contacted please tick here.

If interested, please tick the areas you would be able to assist with:

Steward/Marshall  Bucket collections  Admin  General events

**4.9 Please tell us about any major illnesses that you have.**

## 5. News and Updates

Would you like us to email you with further information about YES Department? (i.e. Newsletter, event updates)

Yes  No

## 6. Availability

Please provide us with further information about your availability.

Date available from:		Length of time available:	
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Please tick all appropriate

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Flexible
AM:								
PM:								

## 7. driving license

Do you have a current U.S driver's license? Yes  No

Do you have any current endorsements? If yes, please give details:

## 8. Have you ever been convicted of a criminal offense (felony or misdemeanor)

"Conviction(s)"  "No Conviction(s)"  If so, please explain for each conviction.

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The information on this form will be used in the recruitment and selection of volunteers and may be disclosed to all those who need to see it. It will also form the basis of the confidential volunteer record.

## 9. Additional Screening

Do you need a work permit to work in the US? Yes  No

## 10. Confirming details given

I confirm that the information I have given is true and complete. I understand that a false or misleading statement may result in me being asked to leave.

Signature:		Date:	
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The city of Pine Bluff's Youth Engagement Services (YYC) Department is an equal opportunity employer. Employment consideration is made without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, sexual orientation, or any other legally protected status.



## EQUAL OPPORTUNITIES FORM

This is not an obligatory form. All information on this page is treated as confidential.

Date of birth: DD   MM   YY	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
What is your nationality?	
How would you describe your <b>ethnic origin</b> ? (please tick relevant box)	
Caucasian <input type="checkbox"/> African American <input type="checkbox"/> Native American <input type="checkbox"/> Middle Eastern <input type="checkbox"/>	
Other _____	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>The city of Pine Bluff's Youth Engagement Services (YES) Department is an equal opportunity employer. Employment consideration is made without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, sexual orientation, or any other legally protected status.</p> </div>	
Are you disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, what is the nature of your disability?	
If offered a volunteer role at YES, are there any specific requirements you have which will need to be facilitated? If so, what are they?	

Name:
Signed:
Date:

## CONFIDENTIALITY OF INFORMATION

**This is a mandatory form.** Please return signed with your application form.

Youth and Children volunteers work to build relationships with participants as a result, volunteers maintain confidence of children or youth. Confidentiality will not be maintained in situations of the child being a danger to themselves or others or in cases of abuse.

Any departure from the standards of conduct will be regarded as gross misconduct, which could lead to immediate dismissal from your voluntary role.

I agree not to make informal contact with students under any circumstances outside the YES Department's sponsored activities. Informal contact refers to phone calls, electronic communication, transportation or one on one face to face contact between an adult staff or volunteer and a youth or child.

Should the Police or Press request information from you they should be referred to the City of Pine Bluff's Marketing and Communications Coordinator Mrs. Cynthia Hines.

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I certify that this information is complete and accurate to the best of my knowledge.

<b>Name:</b>
<b>Signed:</b>
<b>Date:</b>

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**PLEASE SIGN AND RETURN TO THE  
VOLUNTEER SERVICES CO-ORDINATOR**