



Volunteer Application

CONTACT INFORMATION

Name		Date of Application
Address		
City	State:	Zip
Home Phone	Mobile	
Email Address		

What are your specific interests? Please see volunteer opportunities list.

	Department/Program	Activity
1		
2		
3		

Indicate the days of the week and times you are available by placing an "x" in the appropriate box(es).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

How did you learn about Mountain Resource Center?

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Why do you want to volunteer with us?

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WORK HISTORY

Name of Employer:		
From:	To:	Job Title:
Duties:		
Name of Employer:		
From:	To:	Job Title:
Duties:		

VOLUNTEER EXPERIENCE

Name of Organization
Duties
Name of Organization
Duties

EDUCATIONAL HISTORY

Are you a student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are you required to volunteer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High School					
College					

PROFESSIONAL TRAINING, SKILLS, OR AREAS OF EXPERTISE

COMMUNITY AFFILIATIONS (clubs, service organizations, etc.)

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FOR BACKGROUND CHECK

Date of Birth _____ Social Security Number _____

Have you ever been convicted of a felony? Yes No

If yes, please explain.

EMERGENCY CONTACT

Name:	Phone Number:
Relationship:	Alternate Phone:

Do you have any medical conditions of which we should be aware?

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Notification and Agreement (Please read before signing):

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of facts on this application (or any other accompanying or required documents) will be cause for denial of volunteer opportunities, or dismissal from volunteer work regardless of when or how discovered.

AUTHORIZATION TO RELEASE INFORMATION:

As an applicant I authorize release of any and all information that you have concerning me, including CRIMINAL HISTORY RECORD INFORMATION and other information of a confidential or privilege nature. I hereby release you, your organization, the State of Colorado and others from any liability or damage, which may result from furnishing this information.

Signature_____
Date**MRC STAFF NOTES**

Volunteer Team	MRC Supervisor
Committee or Position	Date Began Volunteering:
Background Check Approved: (date/initial)	
Notes:	

VOLUNTEER POLICIES

Volunteers are essential to the operation of Mountain Resource Center. Volunteers supplement positions for which funds are limited or not available and they act as the conduit between the community and the Center. They bring in new ideas, vitality, consumers, education and more volunteers. Thank you so much for sharing your time and talents today with our community by volunteering your time and talents with MRC.

Specific Assignment

I agree to perform my duties as specified in the volunteer description. In addition, I will follow the rules and regulations established for the specific area I am asked to cover. Any questions outside of the realm of my volunteer status will be directed to my supervisor or an MRC Staff Member.

Volunteer Hours Reporting

Due to the nature of non-profit services provided by the Mountain Resource Center, it is important that we accurately track and report all volunteer hours. It is your responsibility to submit a monthly "Hours Report" to your supervisor.

In addition to reporting your actual hours, it is also important to notify your immediate supervisor if you are going to be late or are unable to cover a shift, event or other time slot that you have agreed to volunteer.

Confidentiality

Our clients and other parties with whom we do business entrust the Mountain Resource Center with a variety of personal information, sometimes of a physical, emotional, spiritual or financial nature. It is our policy that all information considered confidential will **not** be disclosed to external parties or to any individual without a "need to know." If there is a question of whether certain information is considered confidential, the volunteer should first check with his/her immediate supervisor.

This policy is intended to alert volunteers to the need for discretion at all times.

All inquiries from the media must be referred to your supervisor.

Drug-Free Workplace Policy

Mountain Resource Center is a drug-free workplace. It is MRC's policy to prohibit the unlawful manufacture, distribution, possession, or use of a controlled substance during company time, on company premises, or other work sites where MRC is being represented. Failure to comply with this requirement will result in dismissal from volunteer services.

Alcohol distribution, dispensation, possession or use is also prohibited unless deemed appropriate by a supervisor for an authorized event.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Signature

Date