

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS
OF NORTHEAST MISSISSIPPI**

For Administrative Use

Date of Background Check _____

Passed _____ Failed _____

VOLUNTEER APPLICATION

1500 Harper Road Suite 3
PO Box 642
Corinth, MS 38834 (662) 286-6662

Date of Application: _____ Unit _____

PERSONAL:

Name: _____
Last First Middle

Address: _____
Street (must have street address no P. O. Box) City State Zip Code

Home Telephone: _____ Cell Phone: _____

Social Security #: _____ Other Names You Have Used: _____

Driver's License # _____ D.O.B. _____ State: _____ Email: _____

POSITION OBJECTIVE:

Position Desired: _____ Date Available: _____

Have You Volunteered Here Before, When? _____

Type of Volunteer Desired: Full Time Part Time Summer/Seasonal AmeriCorps/Volunteer

Location Preference: _____ No Preference

GENERAL INFORMATION:

How were you referred to the Boys & Girls Club? _____

Any felony convictions? If Yes, explain _____ No

If hired, can you certify that you are not awaiting trial on nor have you ever been convicted of or admitted committing any of the following criminal offences in this state or similar offences in another state or jurisdiction as defined in Section 45-33-23, Mississippi code of 1972 or Section 43-21-105 of the Youth Court Law?

- | | | |
|--|--|---------------------------------------|
| a. Sexual abuse of a minor | b. Incest | c. First or second-degree murder |
| d. Kidnapping | e. Arson | f. Sexual Assault |
| g. Sexual exploitation of a minor | h. Contributing to the delinquency of a minor | i. Commercial exploitation of a minor |
| j. Manslaughter | k. Burglary | l. Robbery |
| m. Child Abuse | n. Sexual conduct with a minor | o. Molestation of a child |
| p. Aggravated Assault | q. Felony offences involving distribution of marijuana or dangerous or narcotics drugs | |
| r. A dangerous crime against children or aggravated assault committed against a minor resulting in a serious injury or committed by the use of a deadly weapon or dangerous instrument | | |

Yes (initial here) _____, I can certify if hired that I am not awaiting trial and I have never been convicted of any of the above.

EDUCATIONAL BACKGROUND (Check the Number of Years Completed):

High School	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Name of School: _____
College	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Name of School: _____
Grad School	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Name of School: _____
Other School(s)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	Name of School: _____

Describe your major areas of study and list any degrees/diplomas: _____

SPECIALIZED SKILLS AND KNOWLEDGE:

List any achievements or activities that you consider relevant to your ability to perform the job for which you are applying, such as awards received, memberships, or offices held in professional organizations, publications, licenses held, computer language or software programs, foreign languages (proficiency in speaking and/or writing), etc. (You may omit those that indicate race, color, religion, national origin, ancestry, sex, age, existence of a disability, medical condition, marital status, sexual orientation, or citizenship):

VOLUNTEER RIGHTS AND RESPONSIBILITIES

- ☉ Be assigned a job that is worthwhile and challenging with freedom to use existing skills or develop new ones
- ☉ Be trusted with confidential information that will help me carry out assignments
- ☉ Expect valid recommendations from supervisors
- ☉ NEVER report to any assigned site under the influence of drugs or alcohol
- ☉ NEVER use inappropriate verbal language
- ☉ Ensure the hours I serve are reported monthly
- ☉ Be on time each day I volunteer

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW:

_____ In order to safeguard the well being of the youth served by our organization, I authorize the Boys & Girls Clubs of Northeast Mississippi to verify all information provided by me on this application or in support of my efforts to volunteer with the organization. I hereby authorize any prior employer listed on this application, except as noted, and/or any educational entity or person on this application to disclose to the organization any and all letters, reports and other information related to my work or educational record, without giving me prior notice of such disclosure. In addition, I hereby release the organization, my former employers, all educational entities listed on this application and all other persons or organizations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that it is a requirement of the organization that all volunteers who work with or have contact with children must have a criminal background check. I understand that the background check will be used to check criminal history records.

_____ I understand that nothing contained in this application, or conveyed during any interview, which may be granted, or during the time I volunteer, is intended to create a contract between the organization and myself. In addition, I understand and agree that if I am selected as a volunteer, it is "at-will" which means I volunteer for no definite or determinable period and may be terminated at any time with or without cause or notice, at the option of the organization or myself. I also understand that no promises or representations contrary to the foregoing are binding on the organization unless made in writing and signed by the organization's Chief Executive Officer.

Pre-employment Drug Screening Consent

I understand that all person(s) involved with children, who represent one of the three agencies listed above, is subject to a random drug-screening test. I further understand that either failure to submit to a urine sample or if the analysis reveals the presence of drugs or other controlled substances, I will be immediately terminated.

I hold harmless the Boys & Girls Clubs of Northeast Mississippi, its officers, agents, employees, directors, volunteers and members as well as the testing agency from any claims I may have against any or all of them arising out of the drug screening test and its use to determine whether I may volunteer with this organization.

I have read this form in full and understand the above statements.

Printed Name: _____ Signature: _____



BOYS & GIRLS CLUBS
OF NORTHEAST MISSISSIPPI

Background Check Policy & Procedures

Degratious E. Jenkins
Chief Executive Officer

The Boys & Girls Club of Northeast Mississippi is committed to selecting and retaining the best staff and volunteers to serve our youth. As part of the initial selection process and on an on-going basis, *The Boys & Girls Club of Northeast Mississippi* will conduct background checks in accordance with the following policy.

Administrative Office
1500 North Harper Road
Suite 3B
P.O. Box 642
Corinth, MS 38835-0642
Phone: 662-286-6662
Fax: 662-286-9903

The Boys & Girls Club of Northeast Mississippi will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but will, at a minimum,
(a) verify the person's identity and legal aliases through verification of a social security number,
(b) provide a national Sex Offender Registry search,
(c) provide a comprehensive criminal search which includes a national search,
(d) provide a comprehensive local criminal search which includes either a statewide criminal search or county level criminal search, depending on your jurisdiction and
(e) include here any additional background check criteria required by your organizational policies, funding, or licensing agencies or required in your jurisdiction, such as motor vehicle records, child abuse registry, or credit checks. Such checks will be conducted prior to employment and at regular intervals not to exceed twelve (12) months. All background check reports and or criminal findings for the CEO of the organization will be reviewed by the Board Chair and or appropriate Board committee.

All background check findings will be considered when making employment or volunteer decisions. It is the policy of *The Boys & Girls Club of Northeast Mississippi* that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

- (a) refuses to consent to a criminal background check,
- (b) makes a false statement in connection with such criminal background check,
- (c) is registered, or is required to be registered, on a state or national sex offender registry,
- (d) has been convicted of a felony consisting of:
 1. murder,
 2. child abuse,
 3. a crime against children, including child pornography,
 4. domestic violence,
 5. abduction or human trafficking,
 6. a crime involving rape or sexual assault,
 7. arson,
 8. weapons, or
 9. physical assault or battery,
- (e) has been convicted of a drug-related offense committed within the last five years, or
- (f) include here any additional hiring exclusions required by your organizational policies, funding, or licensing agencies or required in your jurisdiction.

The Boys & Girls Club of Northeast Mississippi will conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor will be obtained by *The Boys & Girls Club of Northeast Mississippi* prior to extending an offer for employment or volunteer service.

Name: (First) _____ (Middle) _____ (Last) _____
SSN#: _____ - _____ - _____ Birthdate: _____ / _____ / _____
Address: _____ City: _____ State: _____

Employee Signature _____ Date: _____

For BGC of NEMS Office Use Only:

Fingerprinting Date: _____
Submitted Date: _____
Approval Date: _____