



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA of Coastal Georgia Volunteer Application

Please Print Clearly

YMCA of Coastal Georgia Branch: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Position Desired: \_\_\_\_\_ Desired Start Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

# Street

City

State

Zip Code

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What is your Marital Status: \_\_\_\_\_ Do you have any children? \_\_\_\_\_ How many Sons? \_\_\_\_\_ Daughters? \_\_\_\_\_

Highschool Attended? \_\_\_\_\_ State: \_\_\_\_\_

Describe any formal or informal training you may have had as a coach of volunteer.

(coaching clinics, course, PE degree, etc.) \_\_\_\_\_

Have you ever been arrested or convicted of a criminal offense? Yes ( ) No ( )

If Yes please explain: (Please exclude minor traffic violations with fines less than \$200 or any offense settled in a Juvenile Court or under a Welfare Youth Offender Law. Include any assault, alcohol/drug, or misconduct with money or children ) \_\_\_\_\_

What do you hope to gain from volunteering? \_\_\_\_\_

What other organizations have you volunteered with? \_\_\_\_\_

### References (three people other than relatives)

Name	Occupation	Work Phone #/	Personal Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Employment History

What is your occupation? \_\_\_\_\_ Present Employer: \_\_\_\_\_

How Long: \_\_\_\_\_ Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Employer(s): \_\_\_\_\_ Occupation(s): \_\_\_\_\_

How Long: \_\_\_\_\_ Phone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**If volunteer applicant is under the age of 16 please have parents sign acknowledgement of volunteering.**

Parents Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Phone # \_\_\_\_\_

### Our Mission Statement

*To put Christian principles into practice through programs that build a healthy body, mind and spirit for all.*



## YMCA of Coastal Georgia BACKGROUND INVESTIGATION CONSENT FORM

I, \_\_\_\_\_, hereby authorize the YMCA of Coastal Georgia Inc. and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with the YMCA of Coastal Georgia Inc.

I release the YMCA of Coastal Georgia Inc. and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>
<b>Address:</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Date of Birth</b>		<b>Driver's License Number</b>
<b>Social Security Number</b>	-	-
<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		
<b>Ethnic Background</b> check all that apply <input type="checkbox"/> <i>Caucasian</i> <input type="checkbox"/> <i>African American</i> <input type="checkbox"/> <i>Hispanic</i> <input type="checkbox"/> <i>Native American</i> <input type="checkbox"/> <i>Asian</i> <input type="checkbox"/> <i>Other:</i> _____		
<b>Signature</b>		<b>Date</b>

*\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. The YMCA of Coastal Georgia Inc. is an Equal Opportunity Employer, and does not discriminate on the basis of sex, race, religion, age (40 and over), handicap or national origin.*



**BACKGROUND SCREEN**

**RELEASE AND AUTHORIZATION**

I \_\_\_\_\_ in connection with my application for employment at the YMCA of Coastal Georgia, hereby authorize the YMCA of Coastal Georgia and ScreeningOne, Inc. to perform a pre-employment background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of Company as a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant. I have read, understand and signed the separate Disclosure concerning my rights.
2. All reports are confidential, and provided to Company for employment decisions only. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190<sup>th</sup> Street, Torrance, CA 90504.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Company or Screening One.
5. I further release all of the above, including Company and Screening One, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.

_____	_____	_____	_____
LAST NAME	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY NUMBER
DOB <sup>1</sup> : _____/_____/_____			
	_____	_____	
	Former Names	Date of Name Change	
_____			
Name on Drivers License	Driver's License or I.D. Number	State of Issue	

<sup>1</sup> Date of birth month and day is mandatory, year is optional.



PLEASE PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED  
FOR THE PAST SEVEN YEARS INCLUDING ZIP CODES

**PLEASE PROVIDE YOUR CURRENT PHYSICAL ADDRESS:**

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# STREET	APT(#)	CITY	STATE	ZIP CODE
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**FORMER:**

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# STREET	APT(#)	CITY	STATE	ZIP CODE
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**FORMER:**

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# STREET	APT(#)	CITY	STATE	ZIP CODE
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**FORMER:**

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# STREET	APT(#)	CITY	STATE	ZIP CODE
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**FORMER:**

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# STREET	APT(#)	CITY	STATE	ZIP CODE
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**FORMER:**

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# STREET	APT(#)	CITY	STATE	ZIP CODE
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**FORMER:**

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# STREET	APT(#)	CITY	STATE	ZIP CODE
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May we contact your current employer?    Yes\_\_\_\_ No\_\_\_\_



DISCLOSURE

For the benefit of the YMCA of Coastal Georgia members and employees, the YMCA of Coastal Georgia has a policy of performing pre-employment background screening on job applicants as a condition of employment. This policy is a business practice that protects everyone by helping to promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The screening will be conducted by ScreeningOne, Inc., an outside agency. The YMCA of Coastal Georgia, Inc may obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of employment.

1. The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, worker’s compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.
2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an “investigative consumer report.” This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact Company or Screening One, Inc. at (888) 327-6511, or at 2233 W. 190<sup>th</sup> Street, Torrance, CA 90504.
3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).

I, \_\_\_\_\_, hereby consent and authorize Company and/or Screening One, Inc. on the employer’s behalf, to prepare each report as defined above for employment purposes before employment or anytime after employment.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_



## **YMCA OF COASTAL GEORGIA CHILD ABUSE PREVENTION TRAINING CODE OF CONDUCT FOR YMCA VOLUNTEERS**

1. To protect YMCA volunteers and program members, at no time during a YMCA program may a volunteer person be alone with a single child where he or she cannot be observed by others. As volunteer supervise children, they should space themselves in such a way that other volunteer can see them.
2. Volunteer shall never leave a child unsupervised.
3. Rest-room supervision: Volunteer will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Volunteer will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the volunteer (not being alone with a child). If volunteer are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three) and, whenever possible, with volunteer.
4. Volunteer should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, volunteer should be positioned so that they are visible to others.
5. Volunteer shall not abuse children in any way, including
  - Physical abuse – striking, spanking, shaking, slapping, and so on;
  - Verbal abuse – humiliating, degrading, threatening, and so on;
  - Sexual abuse – touching or speaking inappropriately;
  - Mental abuse – shaming, withholding kindness, being cruel, and so on; or
  - Neglect – withholding food, water or basic care

No type of abuse will be tolerated and may be cause for immediate dismissal.

6. Volunteer must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison and criticism. Volunteer will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Volunteer will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a non- threatening way. Volunteer will document any questionable marks or responses.
8. Volunteer will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture, economic level of the family, or disability.
9. Volunteer will respect children’s rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say, “no”. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Volunteer will refrain from intimate displays of affection toward others in the presence of children, parents and volunteer.
11. Volunteer are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.

12. Volunteer must appear clean, neat and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or the use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers or other volunteer is prohibited.
18. Volunteer may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
19. Volunteer must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
20. Volunteer will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact and maturity.
21. Volunteer should not give excessive gifts (e.g. TVs, video games, jewelry, etc.) to youth.
22. Volunteer may not date program participants who are under the age of 18.
23. Under no circumstances should volunteer release children to anyone other than the authorized parent, guardian, or other authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Volunteer are to report to a supervisor any other volunteer or volunteer who violates any of the policies listed in this Code of Conduct.
25. Volunteer are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Volunteer will act in a caring, honest, respectful and responsible manner consistent with the mission of the YMCA.

**I understand that any violation of this Code of Conduct may result in termination.**

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**Print name of volunteer**

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**YMCA of Coastal Georgia Branch**

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**Date**

**VOLUNTEER**  
**CHILD ABUSE PREVENTION CODE OF CONDUCT QUIZ**

1. **During YMCA programs, volunteer must do which of the following?**
  - a. Only leave children alone when other volunteer can check in on the children;
  - b. Never be alone with a single child where he/she cannot be observed by others;
  - c. Both (a) and (b)
2. **When may a child be left unsupervised?**
  - a. When the volunteer person sees the parent walking towards the classroom;
  - b. When the door to the room is open;
  - c. Never
3. **When should volunteer conduct a health check of each child?**
  - a. Upon his or her arrival each time the program meets;
  - b. When a bruise or bump is brought to their attention by a child;
  - c. Only when requested to do so by the parent.
4. **In regards to restroom supervision, which statement is true?**
  - a. The restroom must not occupied by suspicious or unknown individuals;
  - b. Volunteer must stand in the restroom doorway while children are using the restroom;
  - c. Both (a) and (b)
5. **Volunteer shall not abuse children in any way. This includes physical, verbal, mental, sexual abuse and neglect. If a volunteer member is observed abusing a child, what should you do?**
  - a. Immediately bring it to the volunteer person's attention.
  - b. Report it to the child's parent.
  - c. Report it to a supervisor.
6. **Volunteer must use positive techniques of guidance when dealing with children. Which of the following constitutes positive techniques?**
  - a. Redirection, positive reinforcement and encouragement;
  - b. Competition, comparison and criticism;
  - c. Both (a) and (b)
7. **Which of the following statements is true?**
  - a. Volunteer are not to transport children in their own vehicles.
  - b. Volunteer may be alone with a child they met in a YMCA program outside the YMCA.
  - c. Neither (a) or (b)
8. **Which of the following statements is false?**
  - a. Possession or use of any type of weapon or explosive device is prohibited.
  - b. Volunteer must portray a positive role model for youth.
  - c. Volunteer may date program participants who are under the age of 18.
9. **In order to babysit for a child you met for the first time in a YMCA program, what is our policy?**
  - a. Under no circumstances may you do this.
  - b. A written explanation and administrative approval is required first.
  - c. You may do this whenever you like.
10. **Under what circumstances may a volunteer member release a child to someone other than the authorized parent?**
  - a. The individual is listed on the written parent authorization form on file.
  - b. The child recognizes the individual picking them up.
  - c. Both (a) and (b)