

eliminating racism  
empowering women  
ywca

YWCA Central New Jersey  
232 East Front Street  
Plainfield, NJ 07060

T: 908-756-3500  
Extension 151  
F: 908-76-0005  
www.ywca.org

## Volunteer Information Form

Department/Work Description	Date of YWCA entry
<b>How Did You Learn About Us?</b> <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Agency <input type="checkbox"/> Other _____	

**PERSONAL/EMERGENCY INFORMATION**

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Phone Number(s)	Emergency Contact + Phone	Emergency Contact Relationship	

1. Have you ever been convicted of or found liable for fraud, deceit, misrepresentation, forgery, assault, battery, rape, sexual molestation, child neglect or child abuse in any civil, criminal, administrative or other proceedings? If so, describe incident(s) and provide date(s) of occurrence(s) in accordance with the special instructions below.	YES	NO
2. Have you ever had a driver's license suspended or revoked for any reason? If so, describe incident(s) and provide date(s) of occurrence(s) in accordance with the special instructions below.	YES	NO
3. Have you ever had a child care type of license? If so, list license Number _____ and state issued _____	YES	NO
4. Have you ever had a professional license suspended or revoked as the result of charges made against you for dishonesty, fraud, deceit, theft, misrepresentation, forgery, assault, battery, rape, sexual molestation, child neglect or child abuse? If so, describe incident(s) and provide date(s) of occurrence(s) in accordance with the special instructions below.	YES	NO
5. Within the past seven (7) years have you been convicted of a criminal felony, which has not been expunged from you record? Include offenses for which you served probation, paid a fine and/or served a jail sentence. If so, describe incident(s) and provide date(s) of occurrence(s) in accordance with the special instructions below.	YES	NO
6. Are you currently on parole for a criminal offense? If so, describe incident(s) and provide date(s) of occurrence(s) in accordance with the special instructions below.	YES	NO
7. Are there any incidents in your life (not mentioned above) which may come to light in subsequent investigation, whether you were directly involved or not, which you desire to explain? If so, describe incident(s) and provide date(s) or occurrence(s) in accordance with the special instructions below.	YES	NO

**NOTE SPECIAL INSTRUCTIONS:** If your answer was "Yes" to any of the above questions 1, 2, 3, 4, 5, 6, or 7 please provide detailed information for each question. If additional space is required attach a separate signed sheet to this form.

<b>1 Do you have a valid driver's license?</b>  DL# _____ Exp. Date _____ Automobile Registration Expiration _____ Automobile Insurance Expiration _____	<b>YES</b>	<b>NO</b>
<b>2 Have you ever been employed with us before?</b>	<b>YES</b>	<b>NO</b>
<b>3 Are you currently employed?</b> Employer Name and Address _____	<b>YES</b>	<b>NO</b>

**EDUCATION**

	Name and Address of School	Course of Study	Years Attended/Graduation Date	Diploma/Degree/GED
High School				
Undergraduate College				
Graduate/Professional				

**REFERENCE (list at least two people other than family who may be contacted)**

<b>1</b> _____ (Name) Phone#
_____ (Address)
<b>2</b> _____ (Name) Phone#
_____ (Address)

**PLEASE READ THE FOLLOWING STATEMENT AND INDICATE YOUR AGREEMENT BY SIGNING BELOW:**

I authorize all former employers, persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any change whatsoever for issuing this information. I understand that information collected during this background check will be limited to that appropriate in determining my suitability for the position in which I have expressed interest. All collected information during this review will remain confidential. I understand that as directed by company policy and consistent with the tasks described, the YWCA of Central New Jersey may be requesting information from public and private sources about my education, driving record, court record, credentials, employment, and references, I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by the YWCA of Central New Jersey, AVERT INC, or its agent, to furnish the information described in my application.

I understand and agree that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or termination as a volunteer. They YWCA of Central New Jersey reserve the right to deny acceptance of or terminate an applicant for any or no reason.

I understand that I do not have to agree to this background check, but that refusal to do so may exclude me from consideration. By my signature, I affirm that I have voluntarily signed this authorization to conduct background checks.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_