

Please provide complete and legible information. An incomplete application may affect your consideration for volunteer placement. If necessary, attach a separate sheet for additional information.

Westchester Arc is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant, volunteer, or employee on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, military or veteran status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment or volunteer placement opportunity without imposing undue hardship on Westchester Arc. Please inform the company's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

PERSONAL DATA

NAME						SOCIAL SECURITY NO.
ADDRESS	NO.	STREET	CITY	STATE	ZIP CODE	PHONE NUMBER
IN CASE OF EMERGENCY, NOTIFY						PHONE NUMBER
HAVE YOU EVER BEEN EMPLOYED BY THIS ASSOCIATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			POSITION HELD/ LOCATION/ DATES		REASON FOR LEAVING	

SKILLS & INTERESTS

IS THERE A PARTICULAR TYPE OF VOLUNTEER WORK IN WHICH YOU ARE INTERESTED?	
<input type="checkbox"/> WORKING ONE-ON-ONE WITH A CONSUMER	<input type="checkbox"/> PROVIDING A SERVICE TO SEVERAL CONSUMERS
<input type="checkbox"/> WORKING DIRECTLY WITH A STAFF	<input type="checkbox"/> NO PREFERENCE
<input type="checkbox"/> HELPING IN ADMINISTRATIVE DUTIES	<input type="checkbox"/> OTHER _____
IS THERE A PERSON OR GROUP WITH WHOM YOU ARE PARTICULARLY INTERESTED IN WORKING WITH?	
<input type="checkbox"/> CHILDREN	<input type="checkbox"/> ADULTS <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> STAFF <input type="checkbox"/> NO PREFERENCE
ARE THERE ANY GROUPS THAT YOU WOULD NOT FEEL COMFORATBLE WITH? <input type="checkbox"/> NO YES _____	
DO YOU HAVE ANY SPECIFIC INTERESTS OR SKILLS THAT YOU WOULD LIKE TO SHARE?	
WHY ARE YOU INTERESTED IN VOLUNTEERING?	

AVAILABILITY

AT WHAT TIMES ARE YOU INTERESTED IN VOLUNTEERING? DAYS _____ HOURS _____	DO YOU HAVE ANY GEOGRAPHIC PREFERENCE AS TO WHERE YOU VOLUNTEER? If yes, where? _____
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EDUCATION

EDUCATIONAL BACKGROUND: PLEASE LIST HIGHEST EDUCATIONAL LEVEL COMPLETED		
NAME OF SCHOOL	ADDRESS	DEGREE _____

PERSONAL REFERENCES (Please list 2 names, addresses and phone number other than relatives)

HOW DID YOU HEAR ABOUT US?

NAME	MAILING ADDRESS	PHONE NUMBER

CRIMINAL RECORD

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO

NOTE: This question does not apply to convictions which have been expunged, sealed, pardoned, or otherwise exonerated or eradicated, or relate to a youthful offender conviction or violation. (A conviction record will not necessarily be a bar to volunteer placement. A conviction which is substantially related to the functions or qualifications of the position (s) for which you are applying may be taken into consideration.)

IF YES, PLEASE DESCRIBE FULLY THE CRIMINAL CONVICTION(S), LISTING THE NATURE AND DATE OF THE OFFENSE(S) AND YOUR REHABILITATION SINCE THE CONVICTION(S)

Westchester Arc will check all applicant records prior to placement for criminal convictions. Please be advised that you will need to provide information, statements and fingerprints according to the requirements of the Chapter and OMRDD in order for a criminal background check to be conducted through DCJS. Also, you will have the right to obtain, review and seek correction of any information received in response to the criminal background check conducted by DCJS.

EMPLOYMENT/ VOLUNTEER EXPERIENCE

CURRENT EMPLOYER/ SCHOOL		ADDRESS	FROM	TO
POSITION TITLE	TELEPHONE NUMBER	SUPERVISOR		
PREVIOUS EMPLOYER/ SCHOOL		ADDRESS	FROM	TO
POSITION TITLE	TELEPHONE NUMBER	SUPERVISOR		
PREVIOUS EMPLOYER/ SCHOOL		ADDRESS	FROM	TO
POSITION TITLE	TELEPHONE NUMBER	SUPERVISOR		
PREVIOUS VOLUNTEER EXPERIENCE				
AGENCY/ SCHOOL		ADDRESS	FROM	TO
POSITION	TELEPHONE NUMBER	SUPERVISOR		
AGENCY/ SCHOOL		ADDRESS	FROM	TO
POSITION	TELEPHONE NUMBER	SUPERVISOR		
AGENCY/ SCHOOL		ADDRESS	FROM	TO
POSITION	TELEPHONE NUMBER	SUPERVISOR		

Volunteer Applicant Understanding and Agreements

Westchester Arc may conduct investigations, including but not limited to those relating to prior education, volunteer services, employment history, record of convictions, pending trial status, and driving record. I understand that it is the policy of Westchester Arc to endeavor to provide the maximum protection and safety for those persons receiving services from the agency and I will need to provide information, statements, and fingerprints pursuant of the chapter requirements and OMRDD regulations in order for a criminal background check to be conducted through DCJS. It is the policy of DCJS that upon completion of the criminal background check, I will be informed of the procedures necessary to obtain, review, seek correction of my criminal history record. Westchester Arc will also investigate whether applicants are on the Office of the Inspector General List of Excluded Individuals and Entities or the General Services Administration Excluded Party List System.

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING
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I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment. _____Initials

I expressly understand and agree that, if placed as a volunteer, my volunteer placement, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (the employer or me) without prior notice to the other, unless otherwise prohibited by law. _____Initials

I understand that no representation, whether oral or written, by any representative or agent of Westchester Arc at any time, can constitute an implied or expressed contract of employment. I further understand no representative or agent of Westchester Arc has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the Director of Human Resources or his/her authorized representative. _____Initials

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of volunteer placement, employment or, if hired, may result in termination regardless of the time lapse before discovery. _____Initials

I understand that Westchester Arc may utilize the services of a consumer reporting agency, as part of the procedure for processing my application for volunteer placement. I also understand if my application for volunteer placement is granted, Westchester Arc may obtain further information through subsequent investigations by a consumer reporting agency so as to update, renew or extend my volunteer placement. Upon request, I will be informed whether a report was requested from a consumer reporting agency and provided with the name and address of the consumer reporting agency; I understand a consumer reporting agency's investigation may include obtaining information regarding my credit background, references, character, past employment, work habits, education, general reputation, personal characteristics, mode of living, judgments, liens, and criminal conviction record consistent with federal and state law; I understand such information may be obtained by direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge; I also understand that before the agency takes any adverse action, in whole or part, on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the federal Fair Credit Reporting Act; I understand if I disagree with the accuracy of any information in the report, I must notify Westchester Arc within five business days of my receipt of the report that I am challenging the accuracy of the information with the Consumer Reporting Agency. I hereby consent to this investigation and authorize Westchester Arc to procure reports on my background as stated above from a consumer reporting agency. _____Initials

Note: An offer of volunteer placement is conditioned upon complying with Westchester Arc's requirements including, but not limited to signing a Consent to Conduct Investigation.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____

Date _____

