

VOLUNTEER APPLICATION

If you have a current resume please attach it to this application.

Name			
	Last	First	Mid-initial
Mailing addres	SS		
U	Address	City, State	Zip Code
Telephone		E-mail	
Present/former	Occupation		

Please describe any paid or volunteer work experience that relates to your interest in volunteering for Menaul School, attach additional page(s) if necessary.

What training or formal education have you had that may help you in volunteering for Menaul School?

Interests/skills that have proven helpful include: Clerical/office help with computer experience, Teachers/tutors, Landscaping/Gardening, Construction Trades, Maintenance, & Special Events. Please check your interest (I) or skill (S) below:

Departments:

- ____ Education
- ____Maintenance
- ____ Food Service
- _____ Administration
- Housekeeping Construction
- ____ Technology

Interest/Skill:

- ____ Office Work
- _____ Receptionist
- _____ Development/Fund Raising
- ____ Computers
- _____ Vehicle Maintenance
- _____ Landscaping/Gardening
- _____ Trades: electrical/plumbing

At Menaul it is essential to appreciate, enjoy, assist, participate, help and have patience with the students.

- Why do you wish to work with students? a.
- What is your philosophy about teen-agers of today? b.

Why do you want to work in a school atmosphere?

What would you do if you saw a student not complying with school rules? How would you handle the situation? (i.e. saw students making out on campus, violation of dress code)

The Boarding students at Menaul need to have a family atmosphere. What would you suggest would be a good way to have all of those that live on campus to come together in a family community? What activities could assist in this?

If the school administration put into effect a policy that you did not agree with, how would you handle the situation?

Do you have any health conditions that we should be aware of as we assign you to work at Menaul School? Do you have any special dietary requests/needs? Yes No Describe _____

Volunteers are housed with other Volunteers. Typically volunteers share common living spaces, as well as the responsibility of household chores. Please indicate if privacy is a concern. Yes No

Please give the names, addresses, and telephone numbers of two or three references, unrelated to you that we may contact.

All volunteers receive breakfast, lunch, and dinner in the cafeteria. All volunteers are offered an optional stipend of \$100/ month. Menaul School provides accident insurance.

VOLUNTEERS ARE RESPONSIBLE FOR PROVIDING THEIR OWN HEALTH INSURANCE

Dates you would like to volunteer? ______ to ______

Today's Date:



AUTHORIZATION FOR RELEASE OF INFORMATION

Menaul School, to whom I have submitted an employment application or with whom I have been given employment pending a background check, has advised me that the information requested below is required to assist the school in making an employment/ non-employment/ continuing employment determination.

I <u>authorize</u> the school, its agents or designated representatives bearing this document (or a copy) to <u>obtain information</u> relating to my education, credit, employment, driving, and criminal history from any law enforcement, criminal justice, or other government agencies (at any level), employers/former employers, and employees, and individuals. I release any of these entities from any liability for providing this information.

I <u>authorize</u> all corporations/companies, businesses, former/current employers, business and personal associates, credit bureaus, lending institutions, consumer reporting agencies, educational institutions, law enforcement agencies, court systems, military services, medical institutions, departments of motor vehicle and related entities, as well as other individuals to <u>release</u> <u>information</u> about me to the school or to the person/ company with which this authorization has been filed.

I <u>certify</u> that all statements, responses, information set forth on my employment application, letter, and resume are <u>true</u> and <u>complete</u> to the best of my knowledge; I understand that, subsequent to employment, if any such information is found false or intentionally omitted, those false statements, responses, information will be just cause for termination.

I **release** any individual of the school, including but not limited to, record custodians, directors, agents, other authorized employees or representatives of the school from liability for damages which may accrue to me on account of 1) reliance on the information submitted in employment materials I have provided; 2) reliance on the information obtained pursuant to this authorization; 3) compliance with, or attempts to comply with this authorization, and 4) termination of my employment, if commenced, based on information developed pursuant to this authorization.

I <u>understand</u> that, in accordance with the <u>Fair Credit Reporting Act</u> that the school or its agents, may obtain a Consumer Report from a consumer reporting agency for individuals who apply for employment or who are subject to an employment decision. Information obtained through a consumer reporting agency may be collected and used as a factor in establishing eligibility for employment. I understand that I can obtain information on my rights related to the FCRA by contacting the Federal Trade Commission.

I am <u>furnishing the information</u> below on a <u>voluntary basis</u>, with the understanding it is not required by state/ federal statute or regulation.

Full Name		Date	
	Typed or Printed		
Full Name		Other Names Used	
	Signature		
Previous Address			
Telephone Number		Social Security #	
Date of Birth		_ Driver's License Number/State	