



Dear Volunteer,

Please complete both sides of the attached volunteer application.

We keep all applications on file for one year. Applications are sorted and filed by the program and ministries that you are most interested in.

To assist us with this process please check one box below that best indicates your interests:

- Women & Children's Shelter and Ministries
- Men's Shelter and Ministries
- Bible study instructor
- Case manager/mentor
- Recovery Programs
- Education and Work Readiness Programs
- Tutor
- Job coach
- Food Service
- Youth and Family Programs
- Camp ministries
- Child Care Center
- Youth mentor
- Youth tutor
- Asian ministries
- Latino ministries
- Youth activities instructor / helper to Youth and Family Programs
- Housekeeping or Maintenance
- Administration (clerical, accounting, human resources, fundraising, etc)
- Driver
- Seasonal (holiday and special events only)
- Other \_\_\_\_\_

In the event your qualifications match a need that we have, you will be contacted directly by the Volunteer Coordinator or the Program Director.

# UNION GOSPEL MISSION (UGM) VOLUNTEER APPLICATION

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
(street address) (city) (state) (zip code)

E-Mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Referred by: \_\_\_\_\_

Have you ever worked for the Union Gospel Mission before? If so when & where: \_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

Do you have a high school diploma or equivalent? Yes / No  
Did you attend college or vocational school? Yes / No Did you graduate? Yes / No  
If yes, what degree or course of study was completed? \_\_\_\_\_

**EMPLOYMENT BACKGROUND:**

Current/most recent employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Position held: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

**REFERENCES** Please provide at least one person who is in a position of "spiritual leadership" (pastor, small group leader, etc. who is familiar with your Christian spiritual development.) Do not include relatives.

NAME	Address/Phone	Years Known	How do you know them
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Are you related to anyone employed at the UGM? If yes, who, what department do they work in and what is your relationship?

\_\_\_\_\_

Have you been a client in any of the Union Gospel Mission programs? If yes, please state which program and list the dates you were in that program.

\_\_\_\_\_

**BACKGROUND INFORMATION**

Have you sought treatment for use of alcohol, illegal drugs or sexual addiction? Yes / No If yes, please describe below.

Have you ever been convicted of a crime (other than a moving violation) or served time? Yes / No

If yes, please describe below. (Previous treatment or conviction of a crime does not automatically disqualify you from volunteering.)

INCIDENT	CITY/STATE	CHARGE/ISSUE
1. _____		
2. _____		
3. _____		

**VOLUNTEER JOB RELATED SKILLS**

If the volunteer position requires you to drive - complete the following:

Do you have the appropriate valid driver's license? Yes / No

DL# \_\_\_\_\_ Type \_\_\_\_\_ State of Issue \_\_\_\_\_

Have you had any moving violations in the past 5 years? Yes / No If "Yes", please describe

\_\_\_\_\_

Please list any other skills, licenses or certificates that you feel would be of value to the Mission.

\_\_\_\_\_

**AVAILABILITY**

If you are under the age of 18, can you provide parental permission to volunteer? Yes / No

What type of volunteering are you interested in?  Full-time  Part-time  On Call

For what schedules would you be available?  Weekdays  Weekends  
 Days  Afternoons  Evenings

On what date can you start? \_\_\_\_\_

**CERTIFICATION**

**I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time. I also agree that I am willing to submit to a background check.**

Applicant's Full Name (please print)

\_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

# Volunteer Pre-Service Questionnaire

Requested By: \_\_\_\_\_ Date \_\_\_\_\_ Department \_\_\_\_\_

Please answer all questions. Failure to answer any questions or incomplete information on this form is grounds for immediate termination or disqualification from volunteering at Union Gospel Mission.

### PLEASE PRINT LEGIBLY

- 1) Legal Name: \_\_\_\_\_  

First
Middle
Last
- 2) Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_ 3) Soc.Sec. Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ 4) Gender \_\_\_\_\_
- 4) Do you have a valid Drivers License? Yes  No  State \_\_\_\_\_ Number \_\_\_\_\_ Exp \_\_\_\_
- 5) Please list all addresses of residence/employment for the past seven years:

Current Home Address:	<i>Street</i>	<i>Apt</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>
Current Employer's Address:	<i>Street</i>	<i>Apt</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>
Past Employment/Home Address	<i>Street</i>	<i>Apt</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>
Past Employment/Home Address	<i>Street</i>	<i>Apt</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>
Past Employment/Home Address	<i>Street</i>	<i>Apt</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>

- 6) Have you used any other names in the past seven years? Yes  No
- |                  |                   |             |              |
|------------------|-------------------|-------------|--------------|
| <i>Name Used</i> | <i>Dates Used</i> | <i>City</i> | <i>State</i> |
| <i>Name Used</i> | <i>Dates Used</i> | <i>City</i> | <i>State</i> |

- 7) Have you ever been convicted of a crime? Yes  No  If yes, please complete 7A

7A)

<i>Date</i>	<i>Offense</i>	<i>City</i>	<i>County</i>	<i>State</i>
<i>Date</i>	<i>Offense</i>	<i>City</i>	<i>County</i>	<i>State</i>

*If additional space is required please attach an additional sheet with the information required in 7A.*

*The above information is true and correct to the best of my knowledge. By signing below, I give Union Gospel Mission and The McDowell Agency, Inc. and their Agents permission to perform an investigation into my background. If accepted for enlistment as a volunteer with Union Gospel Mission this authorization is valid for the duration of my service.*

<i>Signed</i>	<i>Date</i>
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