

# Teen Challenge Training Center, Inc.

33 Teen Challenge Road, P.O. Box 98, Rehrersburg, PA 19550 717-933-4181

## Application for Volunteer

Please Print

Volunteer Position(s) Applied For: What Center:		Date:
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Church Bulletin <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Walk -in <input type="checkbox"/> T.C. Employee <input type="checkbox"/> TC Volunteer <input type="checkbox"/> TC Representative <input type="checkbox"/> T.V. Station <input type="checkbox"/> Radio Station <input type="checkbox"/> Other _____		
Last Name:		First Name:
Mailing Address:		
Phone Numbers: Home:	Cell:	Work:
Email Address:		
✘ Have you ever filed an Application for Volunteer with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No ○ If yes, give date and location:		
✘ Have you ever filed an Application for Employment with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No ○ If yes, give date and location:		
✘ What is your current employment status? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired		
✘ May we contact your present (previous) employer? <input type="checkbox"/> Yes <input type="checkbox"/> No ○ If yes, please give name and phone number:		
✘ Volunteer Availability <input type="checkbox"/> Any day or time <input type="checkbox"/> Specific days & Times: _____ <input type="checkbox"/> Weekends <input type="checkbox"/> Special Events only <input type="checkbox"/> Other _____		
✘ Have you ever been convicted of a felony within the last 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No ○ If yes, please explain and give dates:  ✘ Have you participated in a D&A program? If so, when _____ ✘ Did you complete the D&A program? If not, explain why _____  ✘ Have you relapsed? _____ If yes, when was the last relapse? _____		

# Volunteer application continue:

## Education Information

Highest Grade Completed:  Elementary School  High School  GED  
 Some College  College  Grad School

Special Training:

Special Skills:

Microsoft Word  Microsoft Excel  Calculator  Register  Adding Machine  
 Database programs \_\_\_\_\_  Typing WPM \_\_\_\_\_  Other skills: \_\_\_\_\_

Foreign Languages:

( Please indicate languages you can speak, read and/or write, and the level of competency for each language as fluent or basic )

Professional Reference:

✘ Name: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_  
✘ Name: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Reference:

✘ Name: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_  
✘ Name: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for volunteer as may be necessary in arriving at an opportunity to volunteer at Teen Challenge Training Center, Inc. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any volunteer relationship with this organization is of an "at will" nature, which means that the volunteer may resign at any time and Teen Challenge Training Center, Inc. may discharge volunteer at any time with or without cause. It is further understood that this "at will" volunteer relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the organization. In the event of an opportunity to volunteer, I understand that false or misleading information given in my application or interview (s) may result in discharge. I also understand that I am required to abide by all rules and regulations of Teen Challenge Training Center, Inc.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date:

## Authorization for Release of Information

I hereby authorize the release to Teen Challenge Training Center, Inc. of any and all information relative to my opportunity to volunteer including but not limited to dates of employment, dates of volunteerism, attendance records, performance ratings and eligibility for reemployment or to return as a volunteer. I authorize its release without penalty or liability. A photocopy of this authorization shall be considered as valid as original.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date:

# TEEN CHALLENGE TRAINING CENTER, INC.

## BACKGROUND INVESTIGATION CONSENT

I hereby authorize The Teen Challenge Training Center, 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 Volunteer Application and or obtaining other information which may be material to my qualifications to volunteer with The Teen Challenge Training Center, Inc.

I release The Teen Challenge Training Center, 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.

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Full Name (printed)

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Maiden Name or Other Names Used

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Present Address How Long?

---

City / State Zip Code

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Former Address How Long?

---

City / State Zip Code

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\*Date of Birth Social Security Number Driver's License Number State of License

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Signature Date

*\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for volunteering. The Teen Challenge Training Center, Inc. is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Age (40 and over), Handicap or National Origin.*

**CHALLENGE TRAINING CENTER, INC.**

**CHRISTIAN CONCILIATIONS AND ARBITRATION AGREEMENT**

The undersigned parties enter into this Agreement as an essential condition of volunteering in the Teen Challenge program.

The undersigned parties accept the Bible as the inspired Word of God. They believe that God desires that they resolve their dispute with one another within the Church and that they be reconciled in their relationships in accordance with the principles stated in 1 Corinthians 6:1-9, Matthew 5:23-24, and Matthew 18:15-20.

Accordingly, the undersigned parties hereby agree that, if they dispute or controversy that arises out of or is related to this agreement is not resolved in private meetings between the parties pursuant to Matthew 5:23-24, and 18:15, then the dispute or controversy will be settled by biblically based mediation and, if necessary, legally binding arbitration, in accordance with the *Rules of Procedure for Christian Conciliation* (Rules) of the Association of Christian Conciliation Services (current Rules attached and incorporated by this reference). The undersigned parties agree that these methods shall be the sole remedy for any dispute or controversy between them and, to the full extent permitted by applicable law, expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce arbitration decision, or to enforce this dispute resolution agreement. Any mediated settlement agreement, or arbitrated decision hereunder shall be final and binding, and fully enforceable according to its terms in any court of competent jurisdiction.

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Volunteer

Date

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Facility Director

Date

Witness: \_\_\_\_\_ Address: P.O. Box 98 Rehrersburg, PA 19550

Witness: \_\_\_\_\_ Address: P.O. Box 98 Rehrersburg, PA 19550

## Gifts and Gratuities

Teen Challenge believes that the practice of accepting gifts or gratuities unnecessary and may also be contrary to the best interest of volunteers and the ministry alike. The integrity of any relationship can always be questioned, particularly if gifts or gratuities are made, received or exchanged by parties to the relationship.

### \*Gifts from vendors, customers, or other business contacts:

Volunteers of Teen Challenge may not accept gifts or gratuities, except for advertising promotions of nominal value, which result through a business contact from any supplier or vendor or customer. Any gift or gratuity which is received, with a value over \$10.00, whether at the office, or at home of an employee, must be turned in to his/her administrator to be used for purposes deemed appropriate for the organization. The administrator will decide whether to return it to the vendor or customer, or retain it for the ministry. Any violation of this policy will subject the volunteer concerned to disciplinary action. This policy applies equally to all volunteers.

### \*Gifts or payments from students:

Volunteers may not accept any gifts of cash from any student, or student's family. In addition, volunteers may not accept any item with a value greater than \$25.00, (ties, pen sets, etc.). Volunteers are not to borrow money from students. Lending money or articles of property or giving of the same by staff to students is strongly discouraged.

I have read and received a copy of the above stated policies.

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Volunteer Signature

Date