



Community Action North Bay Volunteer Application

Name: _____

Home Address _____ City _____ State _____ Zip Code _____

Home Phone Number: _____ Cell Phone Number: _____

Work Phone Number: _____ E-Mail Address: _____

Sex: Male _____ Female _____ Date of Birth: _____ Driver's License #: _____

Current Employer: _____

Position: _____

Skills: _____

Are you a student? _____ Yes _____ No _____ If Yes what School: _____

Why are you interested in volunteering with Community Action North Bay?

Please indicate which volunteer opportunities you would be interested in being considered for:
(you may select more than one)

Opportunity of Interest:

Front Desk / Reception: _____ Eligibility Screener: _____

Food Pantry _____ Computer / IT Support _____

Other: _____

Frequency Desired

One Shift per week _____ One Shift per month _____

Two or more shift per week _____ Two or more shifts per month _____

Other: _____

Do you have any health limitations that might affect the work that you do at the Community Action North Bay? ____ Yes ____ No Please explain: _____

Have you volunteered for other organizations? ____ Yes ____ No *(If you checked yes, please continue below)*

Organization Name: _____

Describe volunteer service below:

Do you have any hobbies or special talents?

Please list 3 personal or professional references:

Name	Time Known	Relationship	Phone Number

Have you ever been charged with or convicted of the following: *(please check yes or no)*

- a) Felony? Yes ____ No ____
- b) Any crime involving a sexual offense Yes ____ No ____
- c) Any crime involving an assault or the use of a weapon? ____ Yes ____ No
- d) Any crime involving the use of, the possession of or furnishing of drugs? Yes ____ No ____
- e) Reckless driving, operating a motor vehicle while under the influence? Yes ____ No ____

If you answered yes to any of the questions please explain:

Community Action North Bay has my permission to (please check below):

Run a background check on me: Yes _____ No _____

Run a motor vehicle records check on me: Yes _____ No _____

Verify the 3 references I have provided: Yes _____ No _____

Include my name and/or picture in various Community Action North Bay promotional materials, newspapers, TV, radio, brochures, videos, web site, etc.
Yes _____ No _____

VOLUNTEER AGREEMENT

If accepted as a volunteer at Community Action North Bay, I agree to the following:

1. I will hold all information that I may obtain directly or indirectly concerning clients, staff, and business operations as **ABSOLUTELY CONFIDENTIAL**.
2. I will not promote my personal political or religious beliefs to clients, staff, or other volunteers.
3. My services are donated to Community Action North Bay without contemplation of compensation or promise of future employment.
4. I understand that a criminal background check may be required depending on the area of my volunteer assignment.
5. I will be punctual and conscientious, conduct myself with dignity, courtesy, respect and consideration of others, and will uphold standards of professionalism and quality in all of my work.
6. I will make every effort to resolve any problems related to my volunteer assignment with my supervisor and/or the Operations Manager.
7. I will make my best effort to fulfill my commitment to Community Action North Bay by completing all volunteer assignments that I accept.
8. I understand that Community Action North Bay reserves the right to terminate my volunteer status as a result of failure to comply with the Organization's policies, including absences without prior notification; unsatisfactory attitude, work or appearance; breach of confidentiality or any other circumstance which in the judgment of Community Action North Bay would make my continued service as a volunteer contrary to the best interests of the Organization.
9. I understand that it is a violation of CANB policy to solicit business or act as an agent for outside business, or to solicit business from clients, other volunteers or staff.
10. I will not sell or attempt to sell goods or services, request contributions, or solicit persons to sign or distribute political petitions on Community Action Council premises, unless I receive explicit authorization from the Executive Director of CANB.

By signing below, I affirm that I have answered all questions truthfully, read and understand and agree to each of the above Volunteer Agreement conditions, and that I understand that if any portion of this application is found to be intentionally false, I may be denied the right to volunteer for Community Action North Bay.

Signature

Date