



For office use only:
2018/2019

Date: _____

VOLUNTEER/INTERN APPLICATION

Please fill out and email/mail/fax to: Sarah Fischer, Volunteer Coordinator, sfischer@hhyd.org
PO Box 11008, Minneapolis, MN 55411
For more information call: (612) 522-4485 ext 12 Fax: (612) 522-4486

How did you find out about our volunteer/intern opportunities?

- HHYD Website Friends/Family School VolunteerMatch Other _____

Are you Hospitality House alumni? Yes No Lived in N Mpls? Yes No

Name: _____
(Last) (First) (Middle Initial)

Address: _____
(Street) (City) (Zip) (Years at address)

Previous Address: _____
(Street) (City) (State) (Zip) (Years at address)

Phone: _____
(Cell) (Work) (Home)

Email: _____

Youth age preference, please circle: none 5-6 7-9 10-12 13-15 16-18

Which opportunity/program are you interested in (please check):

- Education/Tutoring
- Creative Arts/
- Performing Arts (drama, music, dance, drum)
- Computer Lab / IT
- Special Events /Communications
- Athletics
- Other sports _____
- Games / recreation
- Marketing / PR / Graphic Design
- Administrative Projects/ Support
- Other areas of interest: _____
- Basketball
- Baseball

Availability: List time/hours you would be available to volunteer

Mon. _____ Tues. _____ Wed. _____
Thurs. _____ Fri. _____ Sat. _____

Please indicate the time commitment you are willing to make:

- Occasionally 1 to 3 months 3 to 6 months 6 months or more

Intern/Service Learning, High School or College Credit

Name of School: _____ Major: _____

Class: _____ Total Hours needed: _____

Church Affiliation: _____

How long have you attended that church _____ Member? _____

Partnering possibilities with church volunteer groups funding church visit

Current Employer: _____ Length of employment _____

Are there partnering opportunities with your employer? Grants for volunteer hours

Supplies Volunteer groups Other _____

Name of Supervisor _____ Phone _____

Previous Employers (within last five years):

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Is there any reason you should not work with or around children or youth? _____

If yes please provide details _____

Do you have any health problems or physical limitations that might prevent you from doing certain types of work? If so please explain: _____

Have you ever resided or worked outside Minnesota **Yes** **No**

Have you ever been convicted or plead guilty before any federal, state, or municipal court to a criminal offense or are there any charges pending (excluding minor traffic violation) **Yes** **No**

If yes please provide information for each offense; (1) charge convicted of, (2) date of conviction (3) Court and locations (4) action taken (attach additional sheets if needed)

Please list two references (must be of a business or organizational nature)

Name: _____ Phone _____

Organization _____ Title _____

Address: _____ # years knowing you _____

Name: _____ Phone _____

Organization _____ Title _____

Address: _____ # years knowing you _____

I HEREBY GIVE PERMISSION TO MAKE A THOROUGH INVESTIGATION OF MY PAST EMPLOYMENT, EDUCATION, AND BACKGROUND, AND RELEASE FROM LIABILITY ALL PERSONS, COMPANIES, OR CORPORATIONS SUPPLYING SUCH INFORMATION. I ALSO RELEASE HOSPITALITY HOUSE YOUTH DEVELOPMENT OR ASSIGNS FROM ANY LIABILITY THAT MIGHT RESULT FROM MAKING SUCH INVESTIGATION. I HEREBY CERTIFY THAT THE INFORMATION SET FORTH IN THE APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THAT ANY FALSE STATEMENTS OR IMPLICATIONS MADE BY ME ON THIS OR OTHER DOCUMENTATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DENIAL OF EMPLOYMENT, VOLUNTEERING OR BE CONSIDERED CAUSE FOR DISSMISSAL.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE HHYD VOLUNTEER HANDBOOK (Rev. F approved 11/20/15)

Signature of Applicant: _____

Date: _____



STATEMENT OF FAITH

In relation to our purpose to promote a general program of athletic, recreational and educational activities for the express purpose of helping youth in their physical and intellectual development, their social integration and their spiritual birth and growth in Jesus Christ, we, as the Board of Directors of **Hospitality House Youth Development**, hereby adopt as our Basis of Faith the following:

- The sixty-six canonical books of the Bible as originally written were inspired of God, hence free from error. They constitute the only infallible guide in faith and practice.
- There is one God, the creator and preserver of all things, infinite in being and perfection. He exists eternally in three persons: the Father, the Son, and the Holy Spirit, who are of one substance and equal in power and glory.
- Man, created in the image of God, through disobedience, fell from his sinless state at the suggestion of Satan. This fall plunged man into a state of sin and spiritual death, and brought upon the entire race the sentence of eternal death. From this condition man can be saved only by the grace of God, through faith, on the basis of the work of Christ, and by the agency of the Holy Spirit.
- The eternally pre-existent Son became incarnate without human father, by being born of the Virgin Mary. Thus, in the Lord Jesus Christ, divine and human natures were united in one person, both natures being whole, perfect and distinct. To effect salvation, He lived a sinless life and died on the cross as the sinner's substitute, shedding His blood for the remission of sins. On the third day He rose from the dead in the body which had been laid in the tomb. He ascended to the right hand of the Father, where He performs the ministry of intercession. He shall come again, personally and visibly, to complete His saving work and to consummate the eternal plan of God.
- The Holy Spirit is the third person of the Triune God. He applies to man the work of Christ. By justification and adoption man is given a right standing before God; by regeneration, sanctification and glorification man's nature is renewed.
- The believer, having turned to God in penitent faith in the Lord Jesus Christ, is accountable to God for living a life separated from sin and characterized by the fruit of the Spirit. It is his responsibility to contribute by work and deed to the universal spread of the Gospel.
- At the end of the age the bodies of the dead shall be raised. The righteous shall enter into full possession of eternal bliss in the presence of God, and the wicked shall be condemned to eternal death.

**As a volunteer / intern I recognize this Statement of Faith
as an essential part of Hospitality House Youth Development**

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Hospitality House Youth Development (“the Company”) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a copy of any report about you. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by ClearStar, Inc. (“ClearStar”), 5955 Shiloh Rd East, Suite 104, Alpharetta, GA 30005, 1-877-275-7099. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

VOLUNTEER BACKGROUND CHECK ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by ClearStar, Inc. 5955 Shiloh Rd East, Suite 104, Alpharetta, GA 30005, 1-877-275-7099, another outside organization acting on behalf of the Company, and/or the Company itself. Their Privacy Policy can be reviewed at <http://www.clearstar.net/privacy-policy/>. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report at no charge if one is obtained by the Company.

New York applicants or employees only: You have the right, upon written request, to be informed of whether or not an investigative consumer report was requested. If an investigative consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Employer please note: If a Minnesota or Oklahoma consumer checks “YES” regarding the consumer report, or if a California consumer checks “YES” regarding the credit report (and you do request a credit report), please fax this form to your ClearStar service center. If consumer checks “YES” regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report, unless you have made prior arrangements for ClearStar to do so on your behalf.

Applicant/Volunteer:

Last Name: _____ **First Name:** _____ **Middle:** _____

Signature: _____

Date: _____

Maryland applicants or employees only: Consumer credit reports and/or credit history information may be requested for bona fide purposes that are substantially job-related. Such positions for which bona fide purposes exist that are substantially job-related are: managerial positions; positions that involve access to others' personal information (except for personal information customarily provided in a retail transactions); positions that involve fiduciary responsibility to the employer, including the authority to issue payments, collect debts, transfer money, or enter into contracts; positions that will be provided an expense account or a corporate credit card; and positions with access to trade-secret or other confidential business information.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

Massachusetts applicants or employees only: If an investigative consumer report is requested, you have the right, upon written request, to a copy of the report.

Minnesota applicants or employees only: You have the right in most circumstances to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after its receipt of your request or the report was requested by the Company, whichever date is later.

New Jersey applicants or employees only: You have the right to submit a request to the consumer reporting agency for a copy of any investigative consumer report the Company requested about you. A summary of your rights under the New Jersey Fair Credit Reporting Act is included.

Washington State applicants or employees only: If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Volunteer Information:

Last Name: _____ **First Name:** _____ **Middle:** _____

Other Names/Alias:

***Social Security #:** _____

***Date of Birth:** _____

***Driver's License #:** _____

***State of Driver's License:** _____

Present Address: _____

City: _____ **State:** _____ **Zip code:** _____

Phone Number: _____

Former Employer: _____

Position: _____

Dates of Employment: _____

*This information will be used for background screening purposes only

Waiver

Hospitality House Youth Development (HHYD) reserves the right to use the information provided by you, information provided by your references and information from public records for what is deemed to be in the best interest of the Hospitality House ministry and the children it serves. Information thus obtained will be used in matching you with a youth and/or a program, project or event.

In making this application to be a volunteer, I:

1. Understand that volunteers are viewed as primary role models for the Youth of Hospitality Youth Development. I agree to honor the core values of HHYD and to demonstrate personal integrity in my involvements.
2. Understand that this form is not an application for employment and that I am not an agent or employee of Hospitality House Youth Development.
3. Agree that if my services involve transporting any person(s), that I will maintain liability and no fault insurance on my vehicle pursuant to the statutory requirements of the State of Minnesota.
4. Understand that there are certain risks and dangers associated with my involvement in activities at Hospitality House Youth Development. I fully assume the risks involved as acceptable to me and I agree to use my best judgment in undertaking these activities and to follow safety instructions. I waive and release Hospitality House Youth Development from any claim for personal injury, property damage or death that may arise from participation in these activities.
5. Understand that I should not bring any valuable personal items to Hospitality House. Hospitality House will not be responsible for any lost, stolen, or broken items or clothing.
6. Understand that Hospitality House Youth Development may, on occasion, arrange to have staff or volunteers take pictures, audio, or videos of participants involved in its programs. These pictures, audio or videos are used only to document our activities or bring publicity to the general public about our programs. Photos may be used in Hospitality House newsletters, promotional materials, website, annual reports, or local newspapers. I give permission to Hospitality House to utilize my image in any photographs or videos for the purpose expressed above.
7. Understand that volunteers will not use their position for personal gain or to benefit another at the expense of Hospitality House Youth Development, its mission or reputation.

Volunteer's Signature

