



Prospective Volunteer Profile

Please Print Clearly – Application to be completed by applicant ONLY!

Date: _____ **Position Desired:** _____

Name:

Last, First, Middle

Address:

Street

City State Zip

Telephone: _____ **Email:** _____

1. What do you hope to gain from volunteering with FINDS?

2. What other organizations have you volunteered with (if any)

3. What is your occupation: (Please be specific)

Place of Employment: _____ **Phone:** _____

Address

Street City State Zip

Previous Employer: _____ **Phone:** _____

Address:

Street City State Zip

Previous Employer: _____ **Phone:** _____

Address:

Street City State Zip

4. Highest level of education completed: Middle School High School or Equiv. Trade School
Some College College Graduate Post Graduate

5. Have you or any of your children participated in FINDS programs? Yes No

If YES, what program(s)?

6. Please list emergency contact information:

Name Number

8. Have you **EVER HAD ANY FELONY** convictions? Yes No

If YES: Date of conviction: _____

Specific information related to the conviction:

Punishment imposed:

9. Have you ever been refused the opportunity to volunteer or have you been removed from volunteering with any other agency? Yes No

If YES, on an additional sheet of paper, please list all such organizations and explain the circumstances as to each refusal or removal.

10. Please list the names, occupation and telephone number of 3 references who know you sufficiently well to provide a reference. Please include 1 relative. References may be contacted.

	Reference 1	Reference 2	Reference 3
Name			
Relationship			
Phone			
Street			
City			
State/Zip			

*** A criminal records check will be conducted on all volunteers prior to beginning their volunteer service. FINDS reserves the right to decline volunteer service based on the results of the criminal records check.**

VOLUNTEER BEHAVIORAL CODE

1. At no time during a FINDS program may a volunteer be alone with a single child where they cannot be observed by other adults.

2. Volunteers shall never leave a child unsupervised.

3. Volunteers will not abuse children including:

- A. Physical Abuse – strike, shake, spank, slap
- B. Verbal Abuse – humiliate, degrade, threaten
- C. Sexual Abuse – including inappropriate touching and exposure
- D. Mental Abuse or Neglect

Illinois state law requires that any suspicion of abuse or neglect must be reported to the Department of Social Services and/or a law enforcement agency.

4. Volunteers must use positive techniques of guidance, including positive reinforcement and encouragement rather than competition, comparison and criticism. Volunteers shall abstain from humiliating or frightening discipline techniques. Appropriate disciplinary action must not be associated with food, rest, or extensive separation from group.

5. Volunteers must treat all program participants, members, and other volunteers of all races, religions, and cultures with respect and consideration.

6. Volunteers will refrain from intimate displays of affection towards others in the presence of program participants, members and other volunteers.

7. Using, possessing, or being under the influence of alcohol or illegal drugs will not be tolerated.

8. In keeping with promotion of healthy lifestyles, smoking or use of tobacco products during FINDS activities/events is prohibited.

9. Volunteers must be free of health conditions that might adversely affect program participants', members', or other volunteers' health, including fever or contagious conditions.

10. Volunteers will portray a positive role model for youth by maintaining respect, loyalty, patience, integrity, courtesy, tact, and maturity.

11. Volunteers may not be alone with children that they meet in FINDS programs outside of the FINDS programs. This includes but is not limited to baby-sitting, sleepovers, and inviting children to their home without the child's parental/guardian's permission.

- 12. Volunteers are discouraged from giving gifts to program participants or members. Volunteers may not accept substantial gifts from program participants or members.
- 13. FINDS is committed to maintaining an environment that is free from discrimination. Volunteers are covered by the FINDS anti-harassment policy.

APPLICANT’S STATEMENT OF AFFIRMATION

I have read and agree to abide by the **Volunteer Behavioral Code**. I understand that if I am in violation of any of FINDS’s codes of conduct, I will be subject to disciplinary action up to and including termination as a FINDS volunteer. In addition, I understand and agree that I may be removed as a volunteer by FINDS at any time and for any reason in the FINDS’ sole discretion.

I hereby affirm that I have accurately completed this volunteer application. My answers to all the questions are true and correct and I have not knowingly withheld any fact or circumstance that may, if disclosed, affect my application unfavorably. I understand that any false or incomplete information submitted in this application may result in my termination as a FINDS volunteer.

I hereby give my permission for the FINDS to utilize the services of an outside agency to obtain a security checks report, including a check of my criminal history, motor vehicle record, and social security number verification as part of the procedure for processing my application for volunteering. I understand that before I am denied the opportunity to volunteer based on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act. I understand that if I disagree with the accuracy of any information in this report, I must notify FINDS within five days of my receipt of the report. If I notify FINDS within five days of the receipt of the report that I am challenging information in the report, FINDS will not make a final decision on my volunteer status until after I have had a reasonable opportunity to address the information contained in the report. I understand that my volunteering with FINDS is conditional based on the results of a criminal record check and that FINDS has sole discretion in making this decision. Finally I authorize FINDS to repeat the criminal history check at any time. In most cases, FINDS is able to run the criminal background check using your name and date of birth. In rare cases this returns an unclear result. If this happens, we may contact you to get more identifying details.

Signature: _____	Date: _____
Date of Birth: ___/___/_____	
If under the age of 18, Parent/Guardian’s Signature _____	Date: _____

Thank you for sharing your time and talents with FINDS! Your volunteer efforts help FINDS to successfully meet its mission.

Our Mission: FINDS is the McHenry County Organization for individuals with Down Syndrome and their families. Our goal is to help people with Down Syndrome improve their quality of life and maximize their potential.