

# OUR FAMILY SERVICES

## VOLUNTEER/ FIELD EXPERIENCE APPLICATION

All information provided by you is confidential and will be used solely for the screening and placement process within Our Family Services. It is the policy of Our Family Services to grant volunteers and interns the same respectful considerations given to our paid staff. After completing this application, please return it to **Human Resource and Volunteer Specialist @ Our Family Services 3830 E. Bellevue, Tucson, AZ 85716**. *In accordance with state and federal law, Our Family Services will not discriminate against an employee, applicant for employment, volunteer, or intern because of race, disability, color, creed, religion, gender, gender identity, age, national origin, ancestry, citizenship, veteran status, marital status, or sexual orientation.*

Reasonable accommodation and alternative format is available upon request.  
Phone # (520) 323-1708

**THANK YOU FOR YOUR INTEREST IN Our Family Services!**

### PERSONAL DATA

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

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Medical Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### EDUCATION

High School Diploma or G.E.D. completed? Yes:  No:

College Degrees In-progress/Completed (if in-progress, please indicate "projected" completion date within the space provided):

ASSOCIATE'S  Major: \_\_\_\_\_ Grad. Year: \_\_\_\_\_ or \_\_\_\_\_

BACHELOR'S  Major: \_\_\_\_\_ Grad. Year: \_\_\_\_\_ or \_\_\_\_\_

MASTER'S  Major: \_\_\_\_\_ Grad. Year: \_\_\_\_\_ or \_\_\_\_\_

"Projected"

If you are intending to complete an Internship, Work study, or Practicum, please list the school: \_\_\_\_\_



# OUR FAMILY SERVICES

## PLACEMENT DATA

Are you bilingual? Yes:  No:  2<sup>nd</sup> Language: \_\_\_\_\_

Some of our programs legally require an employee/volunteer/intern to be 21 or more years of age – do you meet this requirement? Yes:  No:   
(A “No” answer does not necessary preclude you from Our Family Services volunteer/interning.)

Please complete the following:

I may have difficulty working with clients who \_\_\_\_\_

I am especially interested/enjoy working with clients who \_\_\_\_\_

I want to be a part of a program in Our Family wherein I \_\_\_\_\_

I am especially interested in the issue(s) of \_\_\_\_\_

How did you hear about our volunteer/internship/work-study program?

## YOUR SCHEDULING NEEDS:

We attempt to flexibly accommodate your schedule. Please indicate below the days and times that you will be available. Space is provided at the bottom to indicate forthcoming changes in schedule:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please indicate time frames within boxes (e.g. 9am to 9pm. OR “days”, “afternoon”, “eve” OR the number of hours available if you are open to any shift on a particular day.

I wish to complete \_\_\_\_\_ HOURS/WEEK for \_\_\_\_\_ months.  
Please describe any forthcoming scheduling changes: \_\_\_\_\_

# OUR FAMILY SERVICES

## YOUR TASK-INTEREST INVENTORY

Please check the tasks listed below in which you would consider participating (checking of tasks does not affect your acceptance at Our Family Services):

- Providing mediation services to resolve conflicts.
- Providing outreach services to homeless or street youth and runaways.
- Providing counseling services for youth or families.
- Providing activities and support for youth and young families in residential programs.
- Performing office/administrative support.
- Providing special skills or talents/ Please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## YOUR FIELD-EXPERIENCE NEEDS:

You may attach supplementary internship information from your university. Our Family Services reasonably accommodates your internship requirements.

**BACHELOR'S-LEVEL:** Our varied opportunities will be discussed within the Screening Interview.

**FIELD EXPERIENCE:** \_\_\_\_\_ total hours, from \_\_\_\_\_ to \_\_\_\_\_, which translates into \_\_\_\_\_ hours per week.

Describe your expectations of the field experience:

# OUR FAMILY SERVICES

## LEGAL INFORMATION

State law requires that each staff member is fingerprinted and that a subsequent criminal history inquiry yields no record of crimes against children and other specified felonies and misdemeanors. Some volunteer and internship positions also have this requirement.

Have you ever been convicted of a felony? Yes:  No:   
A misdemeanor? Yes:  No:

If yes, please explain (*conviction of a crime does not automatically exclude you from our program*):

\_\_\_\_\_

Have you ever been arrested for child molestation/abuse offenses? Yes:  No:   
If yes, please explain: \_\_\_\_\_

Are you or anyone in your family currently involved with Juvenile Court, Child Protective Services, or Our Family Services? Yes:  No:

If yes, please explain: \_\_\_\_\_

## AUTHORIZATION

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS REQUESTED MAY BE CAUSE FOR EXCLUSION OR DISMISSAL FROM THIS PROGRAM.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name of Applicant)

# **OUR FAMILY SERVICES**

## **TO BE ATTACHED TO ALL APPLICATIONS**

Because Our Family Services is a non-profit social service Agency, and because of the nature of its funding sources, the Board of Directors has adopted the following policy:

That employment is "employment-at-will" and that only the Director of the Agency or the Chairman of the Board is authorized to offer employment. If employed, my employment does not constitute any contractual relationship and is terminable at any time by the employer or myself. I further understand that no supervisor has any authority to, and cannot, enter into any agreement for employment, written or oral, and no representations made either before or during employment can change or modify this non-contractual policy. Only the Director or the Chairman of the Board has authority to offer employment.

All patents, copyrights, manuals or program models, or other written material resulting from Our Family Services work by employees or contracted for in the name of the Agency or its associated programs, shall remain the property of Our Family Services. Employees shall not engage in outside conflicting employment or use Our Family Services material or models without permission of the Director.

All employees are fingerprinted through the Department of Public Safety and must receive a Fingerprint Clearance Card.

A person who is subject to registration as a sex offender in this state or who is awaiting trial on or who has been convicted of committing or attempting or conspiring to commit one or more of the following offenses in this state or the same or similar offenses in another state is precluded from receiving a fingerprint clearance card:

1. Sexual abuse of a minor or vulnerable adult
2. Incest
3. First or second degree murder
4. Sexual assault
5. Sexual exploitation of a minor or vulnerable adult
6. Commercial sexual exploitation of a minor or vulnerable adult
7. Child prostitution
8. Child abuse
9. Neglect or abuse of a vulnerable adult
10. Sexual conduct with a minor
11. Molestation of a child or vulnerable adult
12. A dangerous crime against children
13. Exploitation of minors involving drug offenses
14. Taking a child for the purposes of prostitution

A person who is awaiting trial on or who has been convicted of committing or attempting or conspiring to commit one or more of the following offenses in this

## OUR FAMILY SERVICES

state or the same or similar offenses in another state is precluded from receiving a fingerprint clearance card, except that the person may petition the Board of Fingerprinting for a good cause exception:

1. Manslaughter
2. Endangerment
3. Threatening or intimidating
4. Assault
5. Unlawfully administering intoxicating liquors, narcotic drugs or dangerous drugs
6. Assault by vicious animals
7. Drive by shooting
8. Assaults on officers or fire fighters
9. Discharging a firearm at a structure
10. Indecent exposure
11. Public sexual indecency
12. Aggravated criminal damage
13. Theft
14. Theft by extortion
15. Shoplifting
16. Forgery
17. Criminal possession of a forgery device
18. Obtaining a signature by deception
19. Criminal impersonation
20. Theft of a credit card or obtaining a credit card by fraudulent means
21. Receipt of anything of value obtained by fraudulent use of a credit card
22. Forgery of a credit card
23. Fraudulent use of a credit card
24. Possession of any machinery, plate or other contrivance or incomplete credit card
25. False statement as to financial condition or identity to obtain a credit card
26. Fraud by persons authorized to provide goods or services
27. Credit card transaction record theft
28. Misconduct involving weapons or explosives
29. Depositing explosives
30. Misconduct involving simulated explosive devices
31. Concealed weapon violation
32. Enticement of any persons for purposes of prostitution
33. Procurement by false pretenses of any person for purposes of prostitution
34. Procuring or placing persons in a house of prostitution
35. Receiving earnings of a prostitute
36. Causing one's spouse to become a prostitute
37. Detention of persons in a house of prostitution for debt
38. Keeping or residing in a house of prostitution or employment in prostitution
39. Pandering
40. Transporting persons for the purpose of prostitution or other immoral purposes
41. Possession and sale of peyote
42. Possession and sale of a vapor-releasing substance containing a toxic substance
43. Sale of precursor chemicals
44. Possession, use or sale of marijuana, dangerous drugs or narcotic drugs

## OUR FAMILY SERVICES

45. Manufacture or distribution of an imitation controlled substance
46. Manufacture or distribution of an imitation prescription-only drug
47. Manufacture or distribution of an imitation over-the-counter drug
48. Possession or possession with intent to use an imitation controlled substance
49. Possession or possession with intent to use an imitation prescription-only drug
50. Possession or possession with intent to use an imitation over-the-counter drug
51. Manufacture of certain substances and drugs by certain means
52. Adding poison or other harmful substance to food, drink or medicine
53. A criminal offense involving criminal trespass and burglary
54. A criminal offense involving organized crime and fraud
55. Child neglect
56. Misdemeanor offenses involving contributing to the delinquency of a minor
57. Offenses involving domestic violence
58. Arson
59. Kidnapping
60. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs
61. Robbery
62. Aggravated assault
63. Felony offenses involving contributing to the delinquency of a minor

A person who is awaiting trial on or who has been convicted of committing or attempting or conspiring to commit a "Driving Under the Influence" violation in this state or the same or similar offense in another state or jurisdiction within five years from the date of applying for a fingerprint clearance card is precluded from driving any vehicle to transport employees or clients of the employing agency as part of the person's employment. The division shall place a notation on the fingerprint clearance card that indicates this driving restriction. This subsection does not preclude a person from driving a vehicle alone as part of the person's employment.

*Reasonable accommodation and alternative format are available upon request. Call (520) 323-1708.*

*Our Family Services is an Equal Opportunity Employer*