

Office use only

Date rec'd: _____
 Approved: _____
 Orientation date: _____
 Shift: _____
 Start date: _____



**Ronald McDonald
 House Charities®
 Memphis**

Keeping families close®

VOLUNTEER SERVICE APPLICATION

Name: _____
 Current Address: _____
 City: _____ State: _____ ZIP: _____
 Home Phone: (____) _____
 Work Phone: (____) _____ Mobile Phone: (____) _____
 E-mail Address: _____
 Place of Employment _____

EMERGENCY CONTACT

In case of emergency, notify: _____
 Relationship: _____
 Home phone: (____) _____ Work phone: (____) _____

AVAILABILITY

Please see enclosed descriptions of our Volunteer Opportunities

Check all that apply: House Volunteer Special Event Volunteer

If applying for House Volunteer placement, please check the time slot desired.
 9 a.m. – 1 p.m. 1 p.m. – 5 p.m. 5 p.m. – 9 p.m.

Circle days available:
 M T W TH F SAT SUN

Do you prefer to volunteer: Weekly Monthly Every other week As Needed

SKILLS

Do you speak a foreign language fluently? If so, what language?

Do you have any of the following skills or talents? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Secretarial/Clerical skills | <input type="checkbox"/> Arts & crafts |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Computers |
| <input type="checkbox"/> Handyman/Carpentry | <input type="checkbox"/> Public Relations/Writing |
| <input type="checkbox"/> Cooking/Catering | <input type="checkbox"/> IT |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Art or graphic design |

What interested you about volunteering at Ronald McDonald House® of Memphis, and what would you like to gain from your volunteering experience?

CONFIDENTIALITY AGREEMENT

I agree to treat any information pertaining to the families, staff, or volunteers of Ronald McDonald House as personal and confidential. Ronald McDonald House volunteers have an ethical responsibility to protect the privacy of our residents and staff.

I also certify the information contained in this application to be true and correct to the best of my knowledge. I give consent to my current and previous employers and persons given as references to respond to verbal or written requests for further information.

Signature: _____ Date: _____

FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION

Through this document, it is being disclosed to me and I understand that a Consumer Report or Investigative Consumer Report may be prepared about me as a part of my employment and/or continued employment (this includes volunteers and contracts for service). An "investigative consumer report" includes information as to your character, general reputation, personal characteristics and mode of living.

I authorize _____ to procure a Consumer Report from Data Facts, Inc. and its agents to retrieve necessary information and prepare such Consumer Report. If an Investigative Consumer Report is procured then "A Summary of Your Rights under the Fair Credit Reporting Act" will be provided to you at the time you receive this disclosure and authorization. I understand that my consent will apply throughout my employment, to the extent permitted by law.

I may request a copy of any report that is prepared regarding me and "A Summary of Your Rights, under the Fair Credit Reporting Act". I may also request the nature and substance of all information about me contained in the files of the consumer reporting agency. I understand I have a right to inspect those files with reasonable notice during regular business hours. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required and I should direct my request to: **Data Facts, Inc. 8520 Macon Rd, Ste 2, Cordova, TN 38018 (800)264-4110, 901-685-7599**

May your current employer be contacted yes no not currently employed post hire only

California – Are you employed in, seeking employment in or a resident of CA yes no

California, Minnesota, or Oklahoma – Are you employed in, seeking employment in or a resident of one of these states? If so, do you wish to receive a copy of any Consumer Report of which you are the subject of? yes no

Maine and New York – You have the right, upon request, to be informed of whether a Consumer Report about you was requested by the above name company.

Signature of Applicant or Employee	Date
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The following is for identification purposes (to perform the background check and will not be used for any other purpose)

First Name	Middle Name	Last Name
Drivers License #		State Issued
Social Security Number		Date of Birth
Current Address		City
State	Zip Code	County
Length at Address		
Previous Address – list any counties, cities, states you have lived in the previous 7 years		
Other Names – list any other last names you have used in the previous 7 years		
Education - List any other last name under which you received your GED, High School Diploma or other academic credentials		



Ronald McDonald
House Charities®
Memphis

Keeping families close®

_____ has applied for a volunteer position at Ronald McDonald House® of Memphis. Ronald McDonald House of Memphis keeps families close while their child is receiving treatment for cancer or another catastrophic illness at St. Jude Children’s Research Hospital. All families stay completely free of charge.

Please take the time to complete this brief questionnaire and return to:

Ronald McDonald House® of Memphis
Deenean Wilson-Henderson
Volunteer and Program Manager
535 Alabama Avenue
Memphis, TN 38105
Fax: (901) 523-0315
deenean@rmhc-memphis.org

THIS INFORMATION WILL REMAIN CONFIDENTIAL.

Your name:

Phone Number: ()

E-mail:

What is your relationship with the Applicant?

Friend Co-Worker Employee

Other (please indicate):

How long have you known the Applicant?

Please circle the number you feel best describes the Applicant, with (1) being LEAST ADEQUATE and (5) being EXCEPTIONAL

1. Ability to work independently without supervision

1 2 3 4 5 unknown

2. Ability to keep information confidential

1 2 3 4 5 unknown

3. Ability to work well or get along well with others

1 2 3 4 5 unknown

4. Able to be on time and report to shift as assigned

1 2 3 4 5 unknown

5. Able to work well and get along with children and teenagers.

1 2 3 4 5 unknown



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