

Adult Volunteer Application

Purpose of form: To gather information on prospective adult volunteers.

Reason for form: The *National Youth Court Guidelines* (chapter 7, guideline 3) state that all youth court volunteers should be required to complete a volunteer application. Volunteer applications provide contact information on prospective volunteers, as well as provide you with an idea of the volunteers' interests and reasons for wanting to be involved with your program. The more you know about the person, the better able you will be to place the volunteer in a role that will benefit the program and interest the volunteer. The *National Youth Court Guidelines* also recommend that youth courts conduct a criminal records and background check on adult volunteers that will be working directly with youth. A section of the volunteer application can be used to notify prospective volunteers of this requirement and gain consent and necessary information to perform the appropriate checks.

Suggested ways to use the form:

- Review information on sample form and adapt questions asked to meet your program's informational needs. Only collect information that you will use or will be helpful in assisting you to determine the best placement for the individual.
- Have applications available whenever you present to groups of adults (e.g., presentations at civic/social organizations, schools, businesses, city council) so that you will be prepared if someone shows an interest in volunteering for your program.
- Include contact information for your program on the application so the individual will know where to send the form, as well as know who to contact if he or she has questions.
- If your program has a website, place the adult volunteer application online so that people can download and mail or fax it to you. Also, consider creating an online volunteer application form that persons can fill out on the website and submit to you via email.
- Review the application form yearly to determine if any modifications need to be made.

[Insert Name of Program]
[Insert Contact Information for Program]

Adult Volunteer Application Form

Date of Application: _____

Name _____

Address _____

Home Phone Number _____ Work Phone Number _____

Place of Employment _____

Position _____

What are your interests/hobbies? _____

How did you hear about/become interested in youth court? _____

What qualities do you have that would make you a good youth court volunteer? _____

What do you hope to gain from being in youth court? _____

Have you ever been convicted of a misdemeanor or a felony? _____ Yes _____ No

If so, what charge? _____

Have you ever come in contact with or had any experience with any law enforcement agency or the court system? _____ Yes _____ No If so, please explain: _____

In what capacity would you like to volunteer? _____

When are you available to volunteer (days/hours)? _____

When are you NOT available to volunteer (days/hours/times of year): _____

References (please do not list relatives)

Name _____ Phone _____
Address _____ Relationship to you _____

Name _____ Phone _____
Address _____ Relationship to you _____

Emergency Contact:

Name _____
Address _____
Phone _____
Relationship to you _____

I hereby certify the facts set forth in the above application are true and complete to the best of my knowledge. My signature authorizes the youth court to contact my references and conduct a background and/or criminal records check.

Signature _____ **Date** _____

Social Security Number: _____
Date of Birth: _____