

# Volunteer Application



## Contact Information

Name	
Street Address	
City, ST, Zip Code	
Phone	
E-Mail Address	

## Availability

During which hours are you available for volunteer assignments?

Weekday mornings       Weekday afternoons       Weekday evenings  
 Monday       Tuesday       Wednesday       Thursday       Friday

## Interests

Tell us in which areas you are interested in volunteering

## Do you speak a foreign language?

No       Yes      If yes, which language \_\_\_\_\_

## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

## Previous Volunteer Experience

Summarize your previous volunteer experience.

### How Did You Hear About Mentors International?

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### Person to Notify in Case of Emergency

Name	
Street Address	
City, ST, Zip Code	
Phone	
E-Mail Address	

### Have you ever been convicted of a crime other than a traffic violation?

No                       Yes

If yes, please explain:

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### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

As a volunteer I will:

- Perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- Treat everyone with respect, patience, integrity, courtesy, and dignity.
- Not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Thank you for completing this application form and for your interest in volunteering with Mentors International.

# Confidentiality Policy



All information concerning donors, former donors, our staff, volunteers, and financial data, and business records of Mentors International is confidential. “Confidential” means that you are free to talk about Mentors International and about your program and your position, but you are not permitted to disclose donors’ names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. The board of directors, staff and our donors rely on paid and volunteer staff to conform to this rule of confidentiality.

Mentors International expects you to respect the privacy of donors and to maintain their personal and financial information as confidential. All records dealing with specific donors must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to donors.

Failure to maintain confidentiality may result in termination of your employment or volunteering, or other corrective action. This policy is intended to protect you as well as Mentors International because in extreme cases, violations of this policy also may result in personal liability.

## Rationale

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Some information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual donors through an assignment is confidential in terms of the law, and disclosure could make you legally liable.

## Certification

I have read Mentors International’s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Mentors International.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_