

West End House Boys & Girls Club Volunteer Application

Please fill out the form completely and return it to Sarah MacPherson
via scan/email at smacpherson@westendhouse.org.
Call 617-870-7513 if you have any questions.

All applicants must complete the following process before beginning volunteer service:

- **Attend a volunteer orientation;**
- **Fill out and return a volunteer application, including consent to perform a background check; and**
- **Attend a mandatory volunteer training.**

Basic Information

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code _____

Most recent previous address: _____

Date of Birth: ____/____/____

How do you identify? (check one) Asian Black Brazilian Caribbean Islander Hispanic

Multi-Racial Native American Pacific Islander White Other _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____

What languages do you speak? _____

Have you served in or are you an active member of the military? Yes___ No___ If yes, what branch? _____

Are you a student? Yes___ No___ If yes, what school do you attend/what year are you? _____

Volunteer Interests & Experience

Have you done volunteer work before? Yes___ No___

If yes, where did you volunteer and what did you do? _____

Which programs interest you? (Circle all that apply)

Performing Arts Programs	Visual Arts Programs	Homework Help & Academic Tutoring	Kids in Motion Programs	Music Clubhouse Programs
Nutrition & Cooking Classes	Café Preparation	Gamesroom	Girls on the Run	Reading Buddies
STEM Programming	Sports Team Coaching	One-Time Opportunities		

Which age group do you prefer to work with? Elementary (ages 7-10) Middle School (ages 11-13)
High School (ages 14-18)

Please list any hobbies or interests: _____

Availability (include days of the week and start and end times): _____

Who connected you to the West End House (please provide name of friend/family member, business, or other) _____

Personal History

Have you ever been convicted of a crime? Yes___ No___

If yes, please explain: _____

Have you ever been asked to leave a volunteer position? Yes___ No___

If yes, please explain: _____

Employment

Employer

Company Name: _____ Title: _____

Company Address: _____

I certify that all the answers given by me to all of the questions on this application and any attachments are to the best of my knowledge true and that I have not withheld any pertinent information. I understand that any omission, misrepresentation or false information submitted in connection with this application may result in refusal or of summary dismissal of volunteer employment.

I hereby agree that in the course of considering my application, you may make inquiry to ascertain information concerning my background and I understand that, upon written request, information as to the nature and scope of the inquiry, if one is made, will be provided to me.

Signature: _____ Date: _____

THE WEST END HOUSE BOYS & GIRLS CLUB OF ALLSTON-BRIGHTON
Criminal Offender Record Information (CORI) Acknowledgement Form

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

The West End House Boys & Girls Club of Allston-Brighton (WEH) is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to **WEH** to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing **WEH** with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: **WEH** may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that **WEH** must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided below on this Acknowledgement Form is true and accurate.

SIGNATURE

DATE (mm/dd/yyyy)

SUBJECT INFORMATION

Please be aware that if any information is incomplete, this CORI can not be processed.

(An asterisk (*) indicates a required field.)

Name: _____

*First

*Middle

*Last

Suffix

Maiden Name (or any other name(s) by which you have been known): _____

*Date of Birth (mm/dd/yyyy): _____ Place of Birth: _____

*Last Six Digits of Your Social Security Number: _____ -- _____

Gender: _____ Race: _____ Eye Color: _____ Height: _____ ft. _____ in.

Father's Name: Last: _____ First: _____

Mother's Name: Last: _____ First: _____ Maiden: _____

*Current Address: _____

No. & Street Name, Apt. #

City/Town

State

Zip Code

Former Address: _____

No. & Street Name, Apt. #

City/Town

State

Zip Code

Telephone #: _____ Driver's License or ID #: _____ State of Issue: _____

LexisNexis Disclosure and Authorization

Important: Please Read Carefully Before Signing Authorization

Disclosure Regarding Background Investigation

The West End House Boys & Girls Club (WEH) may obtain information about you for employment/volunteer purposes from a third-party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The scope of this notice and authorization is all-encompassing, allowing WEH to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment/volunteerism to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Acknowledgement and Authorization

I acknowledge receipt of the Disclosure Regarding Background Investigation and certify that I have read and understand the document. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by WEH at any time after receipt of this authorization and throughout my employment/volunteerism, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by LexisNexis Screening Solutions Inc. on behalf of WEH. I agree that a facsimile (“fax”), electronic, or photographic copy of this Authorization shall be as valid as the original.

SIGNATURE

DATE (mm/dd/yyyy)

By checking this box I indicate that I understand that a request will be made for Sex Offender Registry Information (SORI). This is part of the background check for employment and/or volunteerism at WEH.

Full Social Security Number: _____
(Needed for LexisNexis and SORI checks.)

FOR INTERNAL USE ONLY

The CORI information on the previous page was verified by reviewing the following form(s) of government-issued identification (attached): _____

VERIFIED BY: _____
Name of WEH Verifying Employee (Please Print) Signature of Verifying WEH Employee

CORI LN SORI eSORI Report Approved: _____ Date: _____