

# VOLUNTEER APPLICATION



*\*All volunteers will be required to successfully complete a background check prior to being assigned to a Club.*

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| <b>NAME:</b>  |  | <b>DATE:</b>  |
| <b>STREET ADDRESS:</b>  |  | <b>CONTACT PHONE #:</b>   |
| <b>CITY, STATE &amp; ZIP:</b>   |  | <b>EMAIL:</b>   |
| <b>EMPLOYER:</b>  |  | <b>EMPLOYER ADDRESS:</b>  |
| <b>SUPERVISOR:</b>  |  | <b>SUPERVISOR PHONE #:</b>  |
| <b>HIGHEST LEVEL OF EDUCATION COMPLETED:</b>  |  | <b>SCHOOL:</b>  |
| <b>WHAT DATE ARE YOU AVAILABLE TO START VOLUNTEER SERVICE?</b>  |  | <b>HOW MANY HOURS PER WEEK CAN YOU VOLUNTEER?</b>   |
| <b>WHAT DAYS AND TIMES ARE YOU AVAILABLE?</b><br><i>(Club hours are typically from 3-8pm)</i>   |  | <b>CLUB LOCATION PREFERENCE:</b>  |
| <b>Days:</b><br><input type="radio"/> Mondays<br><input type="radio"/> Tuesdays<br><input type="radio"/> Wednesdays<br><input type="radio"/> Thursdays<br><input type="radio"/> Fridays | <b>Times:</b><br>_____<br>_____<br>_____<br>_____<br>_____ | <b>Boys &amp; Girls Clubs of Hartford:</b><br><input type="radio"/> Asylum Hill Club (170 Sigourney St., Hartford, CT 06105)<br><input type="radio"/> ECLC (Pre-School)<br><input type="radio"/> Southwest Club (One Chandler St., Hartford, CT 06106)<br><input type="radio"/> Trinity Club (1500 Broad St., Hartford, CT 06106)<br><br><b>School Sites:</b><br><input type="radio"/> Bloomfield Public Schools<br><input type="radio"/> ELAMS<br><input type="radio"/> West Middle Community School |

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| <b>WHY DO YOU WANT TO VOLUNTEER AT THE BOYS &amp; GIRLS CLUBS OF HARTFORD?</b>                             |
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| <b>WHAT SPECIAL SKILLS/QUALIFICATIONS DO YOU HAVE THAT WILL HELP YOU IN THIS POSITION?</b>                 |
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| <b>HOW DID YOU HEAR ABOUT US? ARE YOU A BOYS &amp; GIRLS CLUB ALUM, PAST EMPLOYEE OR PARENT VOLUNTEER?</b> |
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**Please return application to: Shawonda Swain, Vice President of Operations at 170 Sigourney Street, Hartford, CT 06105**  
**Telephone: 860-929-7661 Fax: 860-724-2722 Email: [sswain@bgchartford.org](mailto:sswain@bgchartford.org)**

Special Note: In accordance with Connecticut statutes § 46b-146, 54-7o, or 54-142a, an applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased. If the criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), and adjudication as a youthful offender (C.G.S. §54-76o), a criminal charge that has been dismissed or nolleed, a criminal charge for which the person has been found not guilty or a conviction for which the person received and absolute pardon (C.G.S. §54-142a).

**BACKGROUND INVESTIGATION AUTHORIZATION AND RELEASE**

I, \_\_\_\_\_, hereby authorize **Boys & Girls Clubs of Hartford, Inc.** and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment and/or volunteer service now and, if applicable, during the tenure of my employment and/or volunteer service with Boys & Girls Clubs of Hartford, Inc.

I hereby release **Boys & Girls Clubs of Hartford, Inc.** and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, any other names by which I have been known, and all information is true and correct to the best of my knowledge:

\_\_\_\_\_  
Full Name (Printed)

\_\_\_\_\_  
Maiden Name or Other Names Used

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
How Long?

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Former Address

\_\_\_\_\_  
How Long?

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
\*Date of Birth

\_\_\_\_\_  
\*Social Security Number

\_\_\_\_\_  
\*\*Driver's License Number

\_\_\_\_\_  
State

\*\*Only if driving a company vehicle w/ PSL license

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*NOTE: Date of Birth and SSN are required to conduct background check and confirm identity. The above information is required for identification purposes only.*

**Any incorrect information, omissions or unverifiable information will create a delay in processing and impact pending start date.**

You will receive a copy of the same report we receive.

Thank you and please return to [sswain@bgchartford.org](mailto:sswain@bgchartford.org)

**Shawonda Swain, Vice President of Operations**