

EDUCATIONAL OPPORTUNITIES *for* CHILDREN AND FAMILIES

Serving Clark, Pacific & Cowlitz Counties

VOLUNTEER APPLICATION

Name: _____ Birthdate: _____

Home phone: _____ Work phone: _____ Email: _____

Home address: _____ City / state / zip: _____

Driver's license: No Yes Issuing state: _____ Expiration date: _____

Emergency contact: _____

Relationship: _____ Phone number: _____

Do you have a child in the program: No Yes If yes, name: _____

Presently employed: Yes No

Name of present employer: _____

Job title: _____ Hours worked: _____

Length of employment: _____

Highest grade completed in school: 9th 12th College Graduate school

Training: _____

Languages you speak: _____

Skills, interests and hobbies: _____

What are your volunteer interests: _____

Availability: Short term Special projects Long term

Number of hours available: Per week: _____ Per month: _____

Time you prefer to work: I am flexible Weekdays Weekends

Times during the week I can volunteer:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Have you ever been convicted of a crime? No Yes

If yes, please explain: _____

1. Reference #1 name: _____ Relationship: _____

Phone number: _____ Email: _____

2. Reference #2 name: _____ Relationship: _____

Phone number: _____ Email: _____

3. Reference #3 name: _____ Relationship: _____

Phone number: _____ Email: _____

Volunteer signature: _____ Date: _____

EOCF shall not discriminate in its staff, hiring practices, board, volunteers, volunteer committees, or recipients of any service on the basis of a person's race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, mental, physical, or sensory disability, or any other status not listed, as protected by state and/or federal law.

Visit us on the web: www.eocfwa.org

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DECLARATION STATEMENT

Head Start Performance Standards (1301.31 (b) (21)) and EOCF practices require all prospective employees and volunteers sign a declaration prior to employment/volunteering which lists:

1. All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
2. Convictions related to other forms of child abuse and neglect; and,
3. All convictions of violent felonies.

Per Head Start Performance Standards (1301.31 (c) (1-4)), the declaration may exclude:

- Traffic fines of \$200.00 or less;
- Any offense, other than an offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's/volunteer's 18th birthday, which was finally adjudicated in juvenile court or under a youth offender law;
- Any conviction the record of which has been expunged under federal or state law; and
- Any conviction set aside under the Federal Youth Corrections Act or similar state authority.

NOTE that individuals who declare, through this form, that they have been arrested, charged with, or convicted of any of the offenses listed above are not automatically disqualified from being hired or denied the opportunity to volunteer. EOCF will review each case to assess the relevance of an arrest, charge, or conviction to determine a hiring or volunteer placement decision.

PLEASE PROVIDE YOUR SIGNATURE AFTER THE APPROPRIATE STATEMENT BELOW:

I have not been arrested, charged, and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

I have been arrested, charged, and/or convicted on one or more of the three types of offenses listed above.

Signature

Date

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PO Box 821110 • Vancouver, WA 98682-0025
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PO Box 1295 • 508 Broadway • South Bend, WA 98586
(360) 875-6383 • Fax: (360) 875-6029

2611 Pacific Ave. N • Long Beach, WA 98631
(360) 642-5471 • Fax: (360) 642-5473

HRv-03 (Rev. 709)

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CONFIDENTIALITY OF INFORMATION STATEMENT

To be signed at Orientation - Employee / Volunteer Agreement
Policy #A-401

Please read EOCF's Confidentiality of Information Policy and return this signed document to Human Resources.

I, _____, have read Educational Opportunities
(print name)

for Children and Families' Confidentiality of Information Policy (Policy #A-401). I assume responsibility and liability for violations of children's, families', and staff's rights to confidentiality resulting in my failure to implement this guidance.

Employee / Volunteer signature

Date

HS Performance Standards reference: 1304.51 (g), 1304.52 (i, 1, ii)
ECEAP Performance Standards reference: A-13
Washington State Child Care Licensing Requirements

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DRUG-FREE WORKPLACE

ALL EOCF EMPLOYEES / VOLUNTEERS ARE REQUIRED TO SIGN A STATEMENT ACKNOWLEDGING THAT ABIDING BY EOCF'S DRUG-FREE WORKPLACE POLICY IS A CONDITION OF THEIR EMPLOYMENT / VOLUNTEER POSITION.

POLICY

Educational Opportunities for Children and Families (EOCF) is a drug-free workplace.

On November 18, 1986, President Ronald Reagan signed into law the Drug-Free Workplace Act, which requires all federal contractors to establish a drug-free workplace and awareness program. In compliance with federal laws, EOCF is committed to maintaining a work environment that is free from the effects of drugs, as well as alcohol abuse. Any employee / volunteer who participates in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the EOCF workplace.

Because EOCF cannot ignore the reality that illegal drug and alcohol use jeopardizes the safety and efficiency of its operations and may otherwise adversely affect its clients, personnel and organization, we want employees / volunteers to know that a violation of this policy may result in suspension or termination in accordance with EOCF Personnel Policies 901.1 – 901.4 regarding the drug-free workplace.

However, it is EOCF's goal to assist its employees / volunteers rather than punish them. Therefore, it shall be EOCF's policy to allow use of paid leave (for which an employee is eligible and has earned) for drug intervention and treatment. An employee / volunteer who comes forward and requests time to receive rehabilitation, counseling, or other professional assistance can do so, with the understanding that he or she will be returned to his or her job upon successful completion of the program. Any employee / volunteer undergoing voluntary treatment will be expected to abstain from future drug use. Any offense as a result of violating drug-free workplace laws following voluntary treatment, will be limited to one period of recovery only. The employee's / volunteer's need for ongoing treatment to sustain recovery will be on their own time.

Employees / volunteers convicted of crimes violating the "Drug-Free Employment Act" are required to notify EOCF within five (5) days of their conviction. Following a conviction, EOCF shall impose sanctions according to these policies, or require treatment in a drug or alcohol rehabilitation program. EOCF action shall not exceed ten (10) days from the day of the employee's / volunteer's notification to EOCF of conviction.

Employees may find treatment by contacting their EOCF health plan provider:

Great West Healthcare (800) 663-8081 www.Mygreatwest.com	UNUM – Work – Life Balance Employee Assistance Program (800) 854-1446
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Employees / volunteers may find additional resources in the telephone directory yellow pages under "Drug Abuse Information and Treatment."

Employees / volunteers seeking help and/or counseling are encouraged to contact the Executive Director, who will assist and maintain the necessary confidentiality. Solicitation of other employees' assistance may be helpful, but does not ensure confidentiality. Hence, employees / volunteers are not encouraged to seek the assistance of fellow employees other than the Executive Director.

I HAVE READ AND UNDERSTAND THE DRUG-FREE WORKPLACE POLICY.

Employee / Volunteer signature

Date

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