



Volunteer/Intern Application

Address: 201 23rd Avenue North, Nashville, TN 37203 Phone: 615-724-1328 Fax: 615-866-5122 Email: deniece.ferguson@fcsnashville.org

Thank you for your interest in becoming a volunteer/intern at Family & Children's Service!

Name _____ Date of Application ____/____/____
Address _____
Primary Phone # (____) _____ Other Phone # (____) _____
Email Address: _____

Are you interested in a [] Volunteer position or [] Intern position? Date available to start a volunteer/intern position: ____/____/____

If applying for an internship:

School _____ Program _____
Name of Field Placement Coordinator _____ Email _____
Length of internship _____ Hours required _____
Supervision requirements (frequency, supervisor's credentials, years of experience, etc.): _____

If applying for a volunteer position:

Are you willing and available to commit to at least 16 hours/month for a minimum of one year? [] Yes [] No

Are you a student? [] Yes [] No Preferred number of hours per week _____

Your availability? Please check all that apply:

Populations that interest you? Please check all that apply:

Daytime hours []
Evening hours []
Weekend hours []

Young children []
Adolescents []
Adults []

Programs that interest you? Please check all that apply:

[] Crisis & Information Services (Call Center) [] Counseling Services [] Administration
[] School-based Family Resource Centers [] Relative Caregiver Program [] Other _____
[] Health Navigation [] Support Groups

How did you hear about our organization or this volunteer/intern opportunity? _____

Why are you interested in becoming a volunteer/intern with this program? _____

Have you ever volunteered, interned, or been employed by F&CS before? [] Yes [] No

If yes, give dates and positions: _____

Have you ever filled out an employment or volunteer/intern application for F&CS before? [] Yes [] No

If yes, give dates and positions: _____

Do you have any relatives employed at F&CS? [] Yes [] No

If yes, please list: _____

Have you ever been terminated from any prior employment, volunteer work, or internship? [] Yes [] No

If yes, please explain: _____

I understand that Criminal Background Checks (including but not limited to FBI & TBI fingerprinting) will be a part of my background checks. A motor vehicle report will also be obtained regarding my driving record, if applicable to my position. [] Initial here.

Answering "yes" to the following questions does not constitute an automatic bar to volunteer opportunities. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to a charge, or been convicted of a crime? [] Yes [] No

If **yes**, please provide date(s) and details:

Volunteer, Internship and Employment History

Starting with your most recent volunteer position, internship, or employer, please provide the following information.

Employer

Telephone #

()

Street Address

City

State

Starting job title/final job title

Immediate supervisor and title (for most recent position held)

Dates employed:		Month	Year	to	Month	Year
Compensation (Starting)						
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$				per
Commission/Bonus/Other Compensation		\$				
Compensation (Final)						
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$				per
Commission/Bonus/Other Compensation		\$				

May we contact for reference? Yes No Later

Why did you leave?

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?

Employer

Telephone #

()

Street Address

City

State

Starting job title/final job title

Immediate supervisor and title (for most recent position held)

Dates employed:		Month	Year	to	Month	Year
Compensation (Starting)						
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$				per
Commission/Bonus/Other Compensation		\$				
Compensation (Final)						
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$				per
Commission/Bonus/Other Compensation		\$				

May we contact for reference? Yes No Later

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Dates employed:		Month	Year	to	Month	Year
Compensation (Starting)						
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$				per
Commission/Bonus/Other Compensation		\$				
Compensation (Final)						
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$				per
Commission/Bonus/Other Compensation		\$				

May we contact for reference? Yes No Later

Why did you leave?

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?

What additional volunteer/internship experience do you have? _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include city & state)	Dates attended	Completed	Field of study
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree received _____ <input type="checkbox"/> Certification _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree received _____ <input type="checkbox"/> Certification _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree received _____ <input type="checkbox"/> Certification _____	

Skills and Qualifications

Summarize any special training, skills, licenses, and certificates relevant to the position for which you are applying.

Additional Skills (Check appropriate boxes and explain.)

Computer Software Skills _____ Other _____
 Languages spoken/read fluently _____

References

List three school or professional references not related to you.

Name	Relationship to you	Email	Years known	Phone
				()
				()
				()

Volunteer/Intern Applicant Statement

I certify that all information I have provided in order to apply for and secure a volunteer/intern opportunity with this agency is true, complete, and correct. I expressly authorize, without reservation, the agency, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, resume, or interview, including criminal background, driving record, and FBI/TBI fingerprint checks. I hereby waive any and all rights and claims I may have regarding the agency, its agents, employees or representatives for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in this process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that I am free to end my volunteer/intern relationship with F&CS at any time, with or without cause, and with or without prior notice, and the agency reserves the same right to end my volunteer/intern relationship at any time, with or without cause, and with or without prior notice. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the agency is authorized to make any assurances to the contrary, and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the agency's president. I understand that any offer of volunteer/intern opportunities is contingent upon the results of the aforementioned background checks. I understand that this agency is in compliance with the equal opportunity guidelines and with the Non-Smoker Protection Act of Tennessee and is a smoke-free workplace.

I understand that any information provided by me found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for volunteer opportunities and/or employment, or may result in my immediate discharge from the agency's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Volunteer/Intern Applicant _____ Date ____/____/____

Print Name _____