



**BOYS & GIRLS CLUBS**  
OF WEST ALABAMA

## VOLUNTEER INFORMATION

We are very excited you are interested in becoming a volunteer at Boys & Girls Clubs of West Alabama! Your free time is important, and your gift of time to Club members is invaluable.

### **There are a few steps to becoming a Club volunteer...**

*To ensure the highest level of safety for Club members at all of our sites, ALL steps must be completed before a volunteer or group can be scheduled to serve.*

1. Complete this **volunteer packet**. You must thoroughly complete all forms and return to [volunteers@bgcwestal.org](mailto:volunteers@bgcwestal.org).

**\*NOTE\*** If you have a large group of volunteers, please designate a leader to collect all completed documents and return in a single .pdf to the email above.

2. Once completed paperwork has been received and reviewed, you will be contacted by a unit director to schedule your **site tour and Safety Orientation Training** course.

As part of your Safety Training, you must complete the **Erin's Law Certification** course at this link: <https://aldhr.remote-learner.net>

You can email your certificate to [volunteers@bgcwestal.org](mailto:volunteers@bgcwestal.org) or bring with you to the in-person training.

3. All volunteers must pass a standard **background check** and are responsible for the **\$16 processing fee**. You can pay using this link: [paypal.me/bgcwa](https://paypal.me/bgcwa)—put YOUR FULL NAME and BACKGROUND CHECK in the "Add Note" section.

\*If you have questions about this process, please contact us!

PO BOX 40221 • TUSCALOOSA, AL 35404 • 205.553.3838 • [bgcwestal.org](http://bgcwestal.org)



**VOLUNTEER APPLICATION**

**EQUAL OPPORTUNITY EMPLOYER:**

**Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin, sexual orientation, or disability.**

**APPLICANT INFORMATION**

**DATE** \_\_\_\_\_

Last Name:	First:	M.I.:
Street Address:		Apartment/Unit #
City: Tuscaloosa	State :	ZIP: 35405
Phone:	E-mail Address:	
Date Available:	SSN:	Date of Birth: Driver's License

Position Applied for:

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES	NO <input type="checkbox"/>
Have you ever worked for or volunteered at a Boys & Girls Club?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when & where? (Add extra page if necessary)		
Do you have relatives that are employed by the Boys & Girls Clubs of West Alabama?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what is the name of your relative?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

**EDUCATION**

High School

From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
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College Address:

From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
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Other Address

From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
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**REFERENCES**

*PLEASE LIST THREE (3) PROFESSIONAL REFERENCES*

Full Name: a Pitts	Relationship:
Company/Address :	Phone :
Full Name:	Relationship:
Company /Address	Phone
Full Name:	Relationship:



Company/Address	Phone
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**PREVIOUS EMPLOYMENT**

Company:	Phone	
Address:	Supervisor:	
Job Title: Teacher	Starting Salary \$	Ending Salary \$
Responsibilities Provide a structured environment for learning.		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company	Phone ( )	
Address	Supervisor	
Job Title N/A	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Company	Phone ( )	
Address	Supervisor N/A	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

**MILITARY SERVICE**

Branch	From:	To
Type of Discharge:	Position	

**DISCLAIMER AND SIGNATURE**

My signature confirms that all information provided on this job application is true and accurate to the best of my knowledge.

Signature	Date
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**VOLUNTEER APPLICANT AGREEMENT**

I understand that Boys & Girls Clubs of West Alabama (BGCWA) requires certain information about me to evaluate my qualifications for employment and conduct its business if I become a volunteer. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by BGCWA. The use of this application blank does not indicate there are positions open and does not in any way obligate BGCWA.

I authorize BGCWA to investigate all information that I have provided on this application. I also authorize BGCWA to perform work, criminal and credit background screenings as deemed necessary during the application process.

I understand that BGCWA is a Drug and Alcohol-Free Workplace and that I consent to being tested during the pre-screening process. I understand that any offer of employment is contingent upon negative results testing.

I also authorize BGCWA to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release BGCWA from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my volunteering, I agree to conform to the rules of BGCWA. I understand that I have the right to terminate my volunteering at any time with or without notice, with or without cause, and that BGCWA has a similar right. I understand my employment by BGCWA does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that BGCWA has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me.

I understand that my failure to sign this reference release will be deemed interference with and a withdrawal of my application for volunteer work. . \_\_\_\_\_ \*Yes \_\_\_\_\_ \*No

(\*Place your initials in the appropriate space to indicate and document your consent to this authorization.)

Applications will not be considered active after the position is filled. I understand that BGCWA will attempt to verify statements made on my application and made during my interview.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EQUAL OPPORTUNITY EMPLOYER:**

**Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin, sexual orientation, or disability.**



***A Matter of Trust: Boys & Girls Clubs of West Alabama  
Code of Ethics for Employees & Volunteers***

The purpose of "A Matter of Trust: Our Code of Ethics" is to help ensure that all Staff Members of the Boys & Girls Clubs of West Alabama, Inc. ("BGCWA") adhere to and promote proper ethical standards, abide by the law, and preserve the organization's integrity, reputation, professional and business relationships.

Recognizing it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of the organization and the respective mission.

**Pledge of Personal and Professional Conduct**

- **Integrity** - I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** - I will strive to meet the highest standards of performance, quality, service and achievement.
- **Honesty** - I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation, including misrepresentation through omission.
- **Diversity** - I will support and value diversity - promoting an environment that embraces the similarities and differences all people bring to the organization.
- **Respect** - I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** - I will take responsibility for my actions and decisions and remain a careful steward of the organization's funds and resources.
- **Compliance** - I will comply with the organization's Code of Ethics and all laws and regulations affecting the organization.

**Professional Practices**

As staff leaders of BGCWA, employees should model the highest standards of ethics and individual conduct. While the "Pledge" outlines general principles guiding our ethical conduct, the following points illustrate important applications that are relevant to the work of the organization's members. ***The points below are not intended to be all-inclusive. Staff Members are encouraged to utilize their own good judgment in maintaining the highest standards of ethics.***

**Governance**

- I will commit myself to faithfully carrying out my duties and advancing the mission of the organization.
- I will work cooperatively with others, determined to be a cohesive and integrated member of the team working towards a common purpose and celebrating a shared set of principles.
- I will encourage the full and open discussion of issues entrusted to me and will ensure that others have a genuine opportunity to be heard.
- I will fairly and frankly state my opinions on matters and carry out final decisions of the Board even if I originally disagreed.
- I will reveal any perceived, potential or actual conflicts of interest to either the Chair of the Board or any other designated person and will withdraw from the meeting room during any discussion, review and voting in conjunction with such matter.



### **Conflicts of Interest**

- I will not place my personal interests in conflict with the interest of BGCWA and will avoid any conduct that may impair my judgment with respect to BGCWA.
- I will not, directly or indirectly, benefit improperly from my position or from any sale, purchase, or other activity of the organization.
- I will avoid situations involving impropriety or conflict, or the appearance of impropriety or conflict between duty to the organization and personal interest.
- I will not accept from or give to any current or potential supplier, customer, competitor, or donor any payment, service, gratuity, gift, or favor.
- I will not ask for or receive cash, kickbacks, bribes, gifts or favors.
- I will avoid any outside business relationships with donors, other businesses or competitors if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for the organization.
- I will ensure that travel, entertainment, and related expenses are incurred on a basis consistent with the mission of BGCWA and not for personal gain or interests or benefit any other related party.
- I will reveal to the Chief Executive Officer any perceived, potential or actual conflicts of interest.

### **Assets, Financial Reporting and Transactions**

- I will do my part in ensuring that the organization complies with prescribed accounting policies and procedures at all times.
- I will do my part in ensuring that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unethical, unlawful or inappropriate purpose.

### **Fundraising**

- I will be accurate and truthful in grants or donation requests and information.
- I will respect the informed choices of our donors by fairly and truthfully reporting our costs and overhead.
- I will be clear about how grants and other donated resources will be utilized.
- I will do my part to ensure that grants and other donated resources are used in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.

### **Confidential Information**

- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my affiliation with BGCWA for the purpose of advancing any private interest or otherwise for personal gain.
- I will keep confidential all information shared on sensitive issues, such as compensation and performance data.

### **Political Contributions**

- I will refrain from making - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of BGCWA
- I will refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of the organization,



while engaging in political activities in an individual capacity.

- I will engage in personal political activities on my own time and at my own expense.

**Reporting and Investigations**

Upon receipt of the Code of Ethics, each Staff Member will agree in writing to comply with the Code of Ethics by signing the Code of Ethics Certificate.

**Questions and Reporting**

- Any questions regarding the Code of Ethics, its interpretation or application should be directed to the Chief Executive Officer.
- If a Board Member knows of a violation of the Code of Ethics, he/she should immediately report it to the Chair of the Board. If reporting to that person creates a conflict, it should be reported to the next ranking Board member.
- In the alternative, a Staff Member can utilize the confidential Ethics Hotline to report a violation of BGCWA Code of Ethics via the telephone or mail. This Ethics Hotline should only be used for violations related to AGGBGC.
- If a Staff Member is concerned that he/she may not be in compliance with the Code of Ethics, he/she should complete the appropriate Disclosure Statement (copy on page 5), and the Chair of the Board will provide a written response.

**Follow-Up**

The Chair of the Board will promptly investigate all alleged Code of Ethics violations and will recommend action if required, to the full Board.

**Code of Ethics Certificate**

*I acknowledge that I have received and read my personal copy of the Boys & Girls Clubs of West Alabama, Inc. Code of Ethics for Employees and Volunteers. I understand that I am responsible for adhering to the principles of the Code of Ethics, and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics.*

*The certificate process is mandatory for all Employees and Volunteers.*

***I am in compliance with the policy.***

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Please sign and date this certificate and return it to: Boys & Girls Clubs of West Alabama  
PO Box 40221  
Tuscaloosa, AL 35404



**BOYS & GIRLS CLUBS  
OF WEST ALABAMA**

**BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM**

In the interest of maintaining the safety and security of our customers, employees and property, Boys & Girls Clubs of West Alabama ("BGCWA") will order a "consumer report" (a background report) or "investigative consumer report" on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes.

The background check company, Veriscreen, will prepare the background report for BGCWA. Veriscreen can be reached at their Internet Web site address: <https://www.veriscreen.net>.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; drug testing results; and, if applicable, worker's compensation injuries. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews, except in California where that term means any background report that is not a credit report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by the Background Check Company or another outside organization.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting BGCWA at (205) 553-3879. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on A Summary of Your Rights Under the Fair Credit Reporting Act ([https://files.consumerfinance.gov/f/201504\\_cfpb\\_summary\\_your-rights-under-fcra.pdf](https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf)).





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**AUTHORIZATION FOR BACKGROUND CHECKS**

After carefully reading this Background Check Disclosure and Authorization form, I authorize BGCWA to order my background report, including investigative consumer reports. I understand that BGCWA may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to Veriscreen and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; if applicable, worker's compensation injuries; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. Workers' compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state or local laws and only after a conditional job offer is made. The information that can be disclosed to Veriscreen and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

I agree BGCWA may rely on this authorization to order background reports, including investigative consumer reports, from companies other than Veriscreen without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of the personal information I provided is true and correct.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Maiden/Other Names \_\_\_\_\_ Years Used \_\_\_\_\_

\_\_\_\_\_  
Signature Date: / /  
(Month/Day/Year)

## AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit VeriScreen, Inc. aka VeriRent to obtain a consumer report and/or an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 3 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living, which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information. I am entitled to know if employment or promotion is denied because of information obtained by my prospective employer from a Consumer Reporting Agency.

I agree that a copy of this authorization has the same effect as an original and if my application is accepted I understand that VeriScreen will be allowed to perform a background check on a yearly/quarterly or during the process of determining a promotion, re-certification, continued qualification or as the result of reasonable suspicion. I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I authorize VeriScreen, Inc. aka VeriRent to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment. **NOTE:** Except for those states where an annual release is required, i.e. California (CALIFORNIA – Continuing consent concept is inapplicable and a separate authorization must be requested each time a report is ordered. - CA Civ. Code 1786.22)

**New York and Maine applicants or employees only:** You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address, and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

**New York applicants or employees only:** Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

**Oregon applicants or employees only:** Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available to you should you suspect or find that the Company has not maintained secured records is available to you upon request.

**Washington State applicants or employees only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**California applicants or employees only:** By signing below you also acknowledge receipt of the Notice Regarding Background Investigation Pursuant to California Law. Please check this box and return this page if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California Law.

**Minnesota and Oklahoma applicants or employees only:** Please check this box and return this page if you would like to receive a copy of a consumer report if one is obtained by the Company.

Full Name: \_\_\_\_\_

(Please print clearly)

Signature

Date

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

International Address: If Applicable \_\_\_\_\_

DOB: \_\_\_\_\_ SS# \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes