



The Salvation Army  
North and South Carolina Division  
Volunteer Application

Date of Application: \_\_\_\_\_



Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Telephone (H): \_\_\_\_\_ Telephone (other): \_\_\_\_\_

Nearest Relative Name: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_



PLEASE NOTE:

This form is designed for Applicants that will be volunteering for various positions- clerical, technical and administrative. Please include all information requested.

Answer questions to the best of your ability. All information will be treated confidentially.

## TYPE OF VOLUNTEER WORK

Indicate the position in which you are applying: \_\_\_\_\_

Do you have any commitments to another company that might affect your volunteer work with us, including confidentiality, non-disclosure or non-competition agreements?  YES  NO

## SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that might qualify you as being able to perform job-related functions for the position for which you are applying:

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## GENERAL INFORMATION

Are you below the age of 18:  YES  NO

Driver's License State of Issue: \_\_\_\_\_

Have you ever been convicted of a **felony** or, within the last two years, a **misdemeanor that resulted in imprisonment**? (Note: A conviction will not necessarily disqualify you from the job requested)

YES  NO If yes, please explain: \_\_\_\_\_

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Have you previously applied for employment here?  YES  NO

If yes, when? \_\_\_\_\_

Have you previously been employed by The Salvation Army?  YES  NO

If yes, where? \_\_\_\_\_

**REFERENCES**

List the names and telephone numbers of four references not related to you.

Name	Telephone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please include any other information you think would be helpful to us. This information could include additional work experience, articles published, accomplishments, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

“ I certify that the information contained in this application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application and understand that any false or misleading statements or material omissions are cause for termination of my position.

I further certify that I recognize that The Salvation Army is a church and agree that I will do nothing to undermine its religious mission.”

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Head Signature*

\_\_\_\_\_  
*Date*



DOING THE MOST GOOD

Additional Volunteer Information

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

Current Employer (if applicable): \_\_\_\_\_

Do they match volunteer hours with a donation?  YES  NO

Is volunteering affiliated with a specific church, company, school, or other group?

YES  NO

If yes, please list the organization: \_\_\_\_\_

How many hours of service are required? \_\_\_\_\_ By when? \_\_\_\_\_

What are your days/hours of availability? \_\_\_\_\_

Have you ever volunteered with another organization?  YES  NO

If yes, how long did you volunteer, and what were your responsibilities? \_\_\_\_\_

Do you speak a foreign language? \_\_\_\_\_

Are you a member of a church?  YES  NO

If yes, which one? \_\_\_\_\_

How did you hear about The Salvation Army?

Friend      Advertisement      Client of Agency      Website      Other

If other, please specify: \_\_\_\_\_



**DOING THE MOST GOOD™**

*We would like to use every penny of the money we receive in order to further our cause, which is to help those less fortunate in our community. Please consider helping us defray this cost by donating \$30 to cover your background check. Thanks!*

**Consent for Criminal Background History Check Authorization/Waiver/Indemnity**

I hereby give my permission for The Salvation Army to obtain information relating to my criminal history record through the state of North Carolina. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with The Salvation Army. I also understand that as long as I remain a volunteer here, the criminal history records may be repeated at any time. I understand that I will have an opportunity to review the criminal history and procedure for clarification, if I dispute the record as received.

I, the undersigned, do for myself, hereby remise, release and forever discharge and agree to indemnify The Salvation Army, the Wake County command and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any related attorneys' fees', court costs in connection with my application to become a volunteer.

I understand that a background check is completed to ensure the safety of The Salvation Army's employees and clients. The act of volunteering is a gift of time, and should my background check identify concerns for The Salvation Army, the organization is not required to accept me as a volunteer.

I also understand that the background check may be run based on the discretion of the Volunteer Coordinator and/or other leadership of the organization. If working with children, in the administration office, visiting senior citizens, the background check will always be completed. Please note that no credit check will be conducted.

**Liability/Photography/Film/Audio/Text Release Form  
The Salvation Army of Wake County**

I certify that I am at least 18 years of age, my birth date being \_\_\_\_\_, and have the right to contract in my own name and to the extent herein set forth.

I understand that The Salvation Army is a religious and charitable organization that requires the assistance of volunteers in the conduct of its various spiritual and social service programs. It is my desire to further the work of The Salvation Army by performing services as a volunteer. I undertake to perform services as a volunteer without compensation, and I acknowledge that I am not acting as an employee of The Salvation Army.

I hereby give my permission to be photographed by a representative of The Salvation Army for the sole purpose of promotion of the services available at The Salvation Army. I grant the absolute, unrestricted and unlimited license, right, permission, and consent to use and reuse, disseminate, copyright, print, reproduce, publish, and republish in any and all advertising, publicity, display, publication, or media, my name, any portraits, pictures, photographic prints, or other representations of me, or sketches thereof or parts thereof. I warrant that I have not limited or restricted the use of my name, photograph, or testimony to the use of any organization or person.

I hereby release and discharge The Salvation Army from any and all claims arising out of or in connection with the use of claims for defamation, invasion of privacy, or violation of any statutory right.

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date Signed)

## Volunteer Code of Conduct

The Salvation Army expects all volunteers to meet the highest standard of professional and ethical conduct. Conduct that interferes with business operations, discredits TSA, or is offensive to clients, staff, or fellow workers will not be tolerated.

### CODE:

The Salvation Army is a charitable not-for-profit organization motivated by a love of God and a concern for the needs of all humanity. TSA has traditionally asked for and received the highest ethical performance from its volunteers. We operate under the following Code of Conduct, applicable to all volunteers.

No volunteer shall:

- Authorize the use of, or use for the benefit or advantage of any person, the name, shield, endorsement, services, or property of TSA.
- Accept or seek, on behalf of himself or any other person, any financial advantage or gain, other than nominal value, which may be offered as a result of the volunteer's affiliation with TSA.
- Disclose any confidential information about TSA operations, staff, or clients to any person not authorized to receive such information, or use to the disadvantage of TSA any such confidential information.
- Knowingly take any action or make any statements intended to influence the conduct of TSA in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has significant interest or affiliation.
- Operate or act in any manner that is contrary to the best interest of TSA.

In the event that the volunteer's obligation to operate in the best interest of TSA conflicts with the interests of any organization in which the individual has a financial interest or affiliation, the individual shall disclose such conflict to TSA upon becoming aware of it.

## Volunteer/ The Salvation Army of Wake County Contract

I agree to serve as a volunteer for The Salvation Army of Wake County. I plan to be a committed volunteer who understands that consistency in my service is not only beneficial for the staff of TSA, but also for the clients which the organization serves.

As a volunteer, I will:

- complete assignments to the best of my ability.
- uphold my duties outlined in the expectation packet and Volunteer Code of Conduct
- accept supervision and follow the guidelines of the organization.
- work as a team member with the staff and other volunteers.
- be courteous in contacts with the clients
- attend scheduled orientations and training, as appropriate.

The Salvation Army will:

- supervise and train me for my volunteer work.
- treat me as a team member
- trust me with the information that is necessary for me to carry out a task.
- keep me informed about the organization through orientations and newsletters.
- give me appropriate recognition for my efforts.
- be willing to work with me to find the best fit for my interest and skills.

By signing this form I agree to adhere to all policies and procedure outlined above and included in the Volunteer Expectations packet I received during my orientation session. I understand all policies that were discussed.

*The lack of a signed Code of Conduct and Contract does not relieve a volunteer of the obligations set forth in the documents.*

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Statement for Work with Children

This statement should be completed by all applicants volunteering for any position involving the supervision or custody of children. The statement will help assure that The Salvation Army is providing a safe and secure environment for the children who participate in its programs, and it will be kept confidentially.

1. In previous volunteer work I have never used a name other than that provided in my application.
2. I have never been accused of or arrested for abuse of a child or of actual or attempted sexual molestation of a child, either in a program for children or otherwise.
3. I authorize The Salvation Army to contact my personal references should they have concerns regarding my character and fitness for work with children. I release these individuals from any liability that may result from their furnishing information to The Salvation Army. I waive any right that I may have to inspect any records containing such information.
4. I am aware that The Salvation Army is a branch of the Christian Church, and I agree that I will conduct myself in my work with children in a way that is consistent with the policies and principles of The Salvation Army.
5. I recognize that any false information or statements are punishable under the law, and I confirm that the aforementioned statements are true.

(Printed Name)

(Signature)

(Date Signed)

**Location Code:** \_\_\_\_\_

**AGREEMENT, AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION**

PLEASE TYPE OR PRINT

I, \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME (PLEASE INCLUDE Jr., Sr., II, III Etc.)

understand that in conjunction with my application for employment, work to be performed under contract, promotion, volunteer position, reassignment, and/or retention ("Work"), **The Salvation Army** will use the services of an outside agency to research and verify the information I have provided on my application for employment including my personal background, character, professional standing, work history and qualifications. This agency will provide a written report of its findings to **The Salvation Army**. **The Salvation Army** uses **AbsoluteHire**, a consumer-reporting agency, as an agent to perform its Employment related background investigations.

**AbsoluteHire** will utilize various sources of information it deems appropriate including but not limited to: criminal conviction records, current and former employers, department of motor vehicle records, military records, credit reporting agencies, education records, professional and personal references and workers compensation records including any and all injuries in compliance with the Americans with Disabilities Act. I agree, authorize and consent to the release and disclosure of any and all information including but not limited to the above to **The Salvation Army**, and **AbsoluteHire**.

I agree, authorize and consent to the procurement of a Consumer Report and/or an Investigative Consumer Report and understand that it may contain information about my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This authorization in original or copy form shall be valid for my term of Work from the date indicated next to my signature. According to the Fair Credit Reporting Act, I will be notified by **The Salvation Army** if Work is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to **The Salvation Army**. I further understand that I may request a copy of the report, and that when doing so, proper identification will be required and I should direct my request to: **AbsoluteHire**, 3009 Douglas Blvd., 3<sup>rd</sup> Floor, Roseville, CA 95661. I understand that residents of all states will automatically receive a copy of the report if an adverse action is taken regarding the employment application, or upon request as outlined herein.

CHECK THIS BOX IF you are applying for work with a California, Minnesota or Oklahoma based employer and you would like a copy of your Consumer Report if one is prepared in the investigation of your background. CA Codes 1785.20.5 & 1786.16(a)(5)(b)(1), MN Code 13C Subdivision 2, OK Code 24 O.S. §148

**LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES. PLEASE PRINT CLEARLY.**

Signed \_\_\_\_\_ Today's Date \_\_\_\_\_

Name as it appears on your driver's license \_\_\_\_\_ Position Applied For \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Social Security Number Date of Birth Driver's License Number State

Other names you have used, or are also known as, including maiden name, name changes and any aliases:

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS						Mo./Yr. / Mo./Yr
Current Address:	Street	Apt.#	City	State	Zip Code	From / To?
Former Address:	Street	Apt.#	City	State	Zip Code	From / To?
Former Address:	Street	Apt.#	City	State	Zip Code	From / To?
Former Address:	Street	Apt.#	City	State	Zip Code	From / To?

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- G **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- G **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - G a person has taken adverse action against you because of information in your credit report;
  - G you are the victim of identify theft and place a fraud alert in your file;
  - G your file contains inaccurate information as a result of fraud;
  - G you are on public assistance;
  - G you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- G **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- G **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- G **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- G **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- G **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- G **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- G **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- G **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- G **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051