



## The Arc of Carroll County Volunteer Interest Form

### **YOUR INFORMATION**

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

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

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email \_\_\_\_\_

### **EMERGENCY NOTIFICATION INFORMATION**

Emergency contact person: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone(s): \_\_\_\_\_

### **WHEN ARE YOU AVAILABLE**

What days of the week are you available?

\_\_\_\_\_

What hours are you able to work each day?

\_\_\_\_\_

### **WHAT AREAS ARE YOU INTERESTED IN?**

Administration

Clerical

Direct care

Fundraising

Human Resources

Public relations/marketing

Other \_\_\_\_\_

### **SKILLS AND INTERESTS**

Educational background \_\_\_\_\_

Current job \_\_\_\_\_

Hobbies/skills/interests \_\_\_\_\_

\_\_\_\_\_

Why are you interested in volunteering at The Arc? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(continued on reverse)

## **VOLUNTEER CANDIDATE AGREEMENT**

As a volunteer at The Arc of Carroll County, I agree to:

- Attend and complete any training required as part of my volunteer responsibilities.
- Be punctual and conscientious in the fulfillment of my assigned duties.
- Maintain confidentiality concerning all individuals supported by The Arc as well as general Arc business.
- Conduct myself with professionalism, courtesy and respect for others.
- Adhere to The Arc of Carroll County dress code.
- Comply with all standards, policies and values outlined for volunteers.

### **NOTICE REGARDING CRIMINAL BACKGROUND CHECKS**

The Arc of Carroll County may require a comprehensive criminal background check for volunteers in accordance with internal policy and to meet requirements set forth by the Developmental Disabilities Administration.

This form is an expression of interest in volunteering at The Arc of Carroll County. This form is not and does not imply an agreement for volunteer service. If an appropriate volunteer opportunity does not currently exist, The Arc will keep your Interest Form on file for a period of one year.

If an appropriate volunteer opportunity does exist volunteers will be required to:

- Complete a Volunteer Application Form listing employment history and references
- Meet with supervisory staff of the department in which the volunteer will work to determine duties and hours
- Successfully complete a criminal background check.

Signature \_\_\_\_\_ Date \_\_\_\_\_