

**Application for Volunteers and Interns**

Today's Date:

**Personal Information**

Name:

Address:

City:

Prov:

Postal Code:

Home Phone:

Work Phone:

Cell Phone:

Email:

Why are you interested in volunteering?  Personal interest  Educational Internship

Community Service Hours  Court ordered  Other \_\_\_\_\_

Age  Over 18  Under 18

Have you ever worked or do you currently work for ACNL?

Have you ever received services from ACNL?

Do you have a valid driver's license?

Do you have a car available for use while volunteering?

**Experience and Education**

What is your educational/training background?

Have you had any previous experience as a volunteer? If so, with what organizations, and what kind of work did you do?

**Your Interest in ACNL**

How did you learn about us?  Ad  Website  College/University  Employee

Current Volunteer  Other *Please specify* \_\_\_\_\_

How long can you commit to volunteering?  One time  Occasionally  3-6 months

6 months or more  Other \_\_\_\_\_

What days are you available?  Mondays  Tuesdays  Wednesdays  Thursdays  Fridays

Saturdays  Sundays

What times are you available?  Mornings  Afternoons  Evenings

Do you prefer to work in (check all that apply)  Fund Development  Administration

Special Events  SWAP  Prevention Education

Skills you would like to use while volunteering:

Other languages you speak \_\_\_\_\_  Basic  Conversational  Fluent

Do you have any special needs or restrictions we should be aware of?:

Date you can begin:

**Criminal History**

All volunteer positions require an RNC Criminal Records Screening Certificate.

**Please describe in 3-5 sentences why you want to be a volunteer or intern at ACNL:**

Why, at this particular time in your life have you chosen to volunteer with us? What do you hope to gain from being a volunteer?



*ACNL considers applicants for internships/volunteering without regard to sex, race, age, religion, national origin, veteran or marital status, or any other legally protected status. We provide reasonable accommodation to qualified individuals with disabilities when it would not be an undue hardship. If you need a reasonable accommodation in the pre-placement process, please contact the Volunteer Manager.*

AUTHORIZATION AND AGREEMENT BY APPLICANT	
<ol style="list-style-type: none"> <li>1. I certify that the facts set for in this volunteer application are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation in my application or placement interview may result in the rejection of my application or discharge from the volunteer program.</li> <li>2. I consent to having ACNL complete a criminal background check prior to volunteering.</li> </ol>	
_____ <b>Signature of Applicant</b>	_____ <b>Date</b>
_____ <b>Parent/Guardian Signature (required if less than 18 years of age)</b>	_____ <b>Date</b>
ACNL DRUG AND ALCOHOL POLICY	
<p>ACNL recognizes the costs to society and to individuals from drug and alcohol use. The Agency maintains a firm commitment to strive to provide reliable service to its clients and a safe and healthy work environment for its interns/volunteers. While the vast majority of interns/volunteers are not involved with alcohol abuse or illegal drugs, those who are can have an adverse impact on the workplace, as well as their own job performance. To meet our obligations, the following policy has been adopted and will be enforced:</p> <ol style="list-style-type: none"> <li>1. The Agency prohibits the unlawful use, sale, possession, manufacture, distribution, or being under the influence of alcohol, drugs or any controlled substance, on Agency property, in the presence of Agency clients, while on duty, during rest periods and break periods, while operating an Agency vehicle or attending an Agency-sponsored event.</li> <li>2. Interns/Volunteers who violate this prohibition will be subject to disciplinary action, up to and including termination. Nothing in this policy restricts the Agency's right to terminate an intern/volunteer at any time, with or without notice, for any reason not expressly prohibited by law.</li> <li>3. Interns/volunteers must abide by the terms of this statement and must notify the employer of any criminal drug conviction within five days of the conviction if workplace conduct is involved.</li> </ol> <p>I have read and understand the Drug Free Workplace Compliance Statement. I agree to comply with the ACNL Drug and Alcohol Policy.</p>	
_____ <b>Signature of Applicant</b>	_____ <b>Date</b>
_____ <b>Parent/Guardian Signature (required if less than 18 years of age)</b>	_____ <b>Date</b>