



## Glenforest Volunteer Application Form

Thank you for expressing interest in joining the Glenforest Team! Glenforest School truly values and understands the critical support role that the volunteer plays in the overall success of achieving our Mission & Goals related to our Vision! Simply stated, our volunteers are a very integral part of our Glenforest family. There are many ways to serve, for example: Special Events, Committee Memberships, Campus Projects, Faculty & Staff support, etc. With this in mind, please complete this Volunteer Application Form and return it to our office. We look forward to sharing our Vision with you in the future! If you have any questions concerning the Glenforest Volunteer Program or about this volunteer application, please feel free to call **Mr. Chris Winkler (Head of School) at 803-796-7622 (x104)**.

### Applications can be submitted one of three ways:

- Hand delivered or mailed to the Glenforest Main Office: 1041 Harbor Drive, West Columbia SC, 29169
- Fax it to 803-796-1603 (Attention: Mr. Chris Winkler)
- Email Mr. Chris Winkler at: CWinkler@glenforest.org

Name:

\_\_\_\_\_

*First*

*Initial*

*Last*

Address:

\_\_\_\_\_

*Number*

*Street*

*Apt No., Unit No., P.O Box*

\_\_\_\_\_

*City/Town*

*Postal Code:*

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

DOB: \_\_\_\_\_ Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sex: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

**(\*Note: Please provide a photo copy of your Driver's License).**

Name of person to contact in the event of an emergency: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Daytime telephone number: \_\_\_\_\_

Please describe special medical conditions (allergies, etc.) or special accommodations that you would like us to be aware of:

\_\_\_\_\_

First Aid Certified (Yes/No): \_\_\_\_\_ CPR Certified (Yes/No): \_\_\_\_\_ Bilingual (Yes/No): \_\_\_\_\_ Languages: \_\_\_\_\_

**Service Term Desired:** *(Check the applicable circle)*

- One time volunteer
- Long term volunteer
- Other (Please Clarify): \_\_\_\_\_
- Unsure

**Preferred Start Date:**

- ASAP
- Date: \_\_\_\_\_

**Why are you interested in volunteering? What specific areas would you like to assist in? (i.e. Special Events, Administrative Assistance, Fundraising, On - Campus Projects, etc.)**

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**How did you hear about Glenforest and its Volunteer Program?**

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**List Any Previous or Current Volunteer Experience:**

<i>Organization</i>	<i>Position/Major Responsibility</i>	<i>Dates of service (yy/mm)</i>	
		<i>From:</i>	<i>To:</i>
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

**What is your preferred method of contact?**

- Via email Preferred email address: \_\_\_\_\_
- Via phone Preferred Phone Number: \_\_\_\_\_

**Would you be interested in being a part of an email database that will update you on Glenforest events and activities?**

- Yes
- No

**Number of Hours Available to Volunteer Each Week:**

- 1-5
- 5-10
- 10-15

**Please list the time frames you are available to work/volunteer after school or on weekends.**

- Monday** Start \_\_\_\_\_ End \_\_\_\_\_
- Tuesday** Start \_\_\_\_\_ End \_\_\_\_\_
- Wednesday** Start \_\_\_\_\_ End \_\_\_\_\_
- Thursday** Start \_\_\_\_\_ End \_\_\_\_\_
- Friday** Start \_\_\_\_\_ End \_\_\_\_\_
- Saturday** Start \_\_\_\_\_ End \_\_\_\_\_
- Sunday** Start \_\_\_\_\_ End \_\_\_\_\_

**List Your Employment/Training Background Related to Your Interests:**

<i>Employer</i>	<i>Position/Major Responsibility</i>	<i>Dates of service (yy/mm)</i>	
		<i>From:</i>	<i>To:</i>
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

**Describe your favorite Volunteer or Work Experience:**

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**List the Qualifications and Skills that you bring to the Volunteer Position:**

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**Background Information:**

Because the nature of our work requires us to work with students, Glenforest requires its Volunteers and Staff to provide authorization and consent to a standard background check process, as a matter of policy.

Have you ever been convicted of a felony? (Yes/ No): \_\_\_\_\_ If indicated "Yes", When: \_\_\_\_\_

If yes, please explain the nature of the conviction:

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**Statement of Agreement & Compliance:**

I, \_\_\_\_\_, am requesting to volunteer at Glenforest School. I understand by law I can be prosecuted for misrepresenting the facts about my work, my identity, or if I am not truthful with the Administration of Glenforest School in any way associated with this application process and submission. I do have insurance, and I do understand that I am responsible to be in clear view with students at all times. I am not currently in any criminal corrections programs, nor in any legal matter concerning my duties as an adult with children. I understand the responsibility to report any child abuse, and I recognize that the Glenforest School Administration fulfills its duties by asking questions concerning areas of volunteer interest, as it relates to students. I accept with my signature as proof of agreement and willing compliance.

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

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

\_\_\_\_\_  
*Signature of Parent/Legal Guardian*

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

***(Please Note: If under the age of 18, signature of Parent or Legal Guardian required.)***