

# Urban Peak Volunteer Application



NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(CELL) \_\_\_\_\_

WHAT NUMBER IS BEST TO REACH YOU? \_\_\_\_\_

BEST TIME YOU CAN BE REACHED: \_\_\_\_\_

D.O.B.: \_\_\_\_\_

If you are interested in volunteering at **Urban Peak** please contact Volunteer Relations Coordinator, Karen Motley-Smith 303.974.2909

E-mail: [karen.motley-smith@urbanpeak.org](mailto:karen.motley-smith@urbanpeak.org)

Fax: 303-777-9438.

## Background Information

Please list the last three places you have worked, most recent first:

Employer	Phone Number	Job Title	Nature of Work	Dates Employed

Please list any previous volunteer experience:

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What is your educational background?

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With which community organizations, if applicable, are you involved?

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Please list any special skills, training or hobbies:

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Have you ever been convicted of a crime? \_\_\_\_\_ If yes, please explain:

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Do you speak Spanish? \_\_\_\_\_ Fluently? \_\_\_\_\_

**Commitment**

Are you willing to commit to one year? \_\_\_\_\_ If no, explain:

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Are you willing to go through a training period before volunteering? \_\_\_\_\_

Are you willing to get fingerprinted? \_\_\_\_\_ If no, explain:

**Placement**

What days and hours are you available to work:

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If you already know, please check the areas in which you are most interested in volunteering:

Meal Program: \_\_\_\_\_ Outreach: \_\_\_\_\_ Fundraising: \_\_\_\_\_ Education \_\_\_\_\_

Special Events: \_\_\_\_\_ Tutoring: \_\_\_\_\_

Computer Lab: \_\_\_\_\_ Maintenance: \_\_\_\_\_ Industry Expert: \_\_\_\_\_

Facilitate Groups (art, writing, reading, life skills...): \_\_\_\_\_

Other: \_\_\_\_\_

Community Dinners at Housing Programs: \_\_\_\_\_

Do you have:

Your own transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

Liability insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

Valid CO Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like to join our volunteer pool: Yes \_\_\_\_\_ No \_\_\_\_\_

**I agree that everything in this application is true to the best of my knowledge and that Urban Peak may contact my references and past employers and use my fingerprints to conduct a police background check.**

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

## **Confidentiality Agreement**

I, the undersigned, understand that any Urban Peak client information learned by me while doing volunteer work with Urban Peak will not be discussed with anyone except other Urban Peak staff and volunteers unless dictated by Urban Peak's Confidentiality Policy or otherwise authorized in writing by that client.

I also understand that information regarding a client endangering him/herself or another must be discussed with an Urban Peak staff member as soon as possible.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# VOLUNTEER CONTRACT

## 1. Professional Conduct

I, the undersigned, understand that at all times my performance must meet the highest standards of ethical conduct. I have reviewed Urban Peak's Volunteer Policies and understand the volunteer code of conduct and examples of unprofessional conduct. Furthermore, I understand that if I am suspected of abusing or engaging in illegal activities with a youth it will be reported to the police and other appropriate authorities and it may be grounds for immediate termination. I understand that any Urban Peak client information learned by me while volunteering at Urban Peak will not be discussed with anyone except designated Urban Peak personnel unless otherwise authorized by Urban Peak policy, state or federal laws or a signed release of information.

Initial\_\_\_\_\_

## 2. Reporting Youth as a Danger to Self or Others

I also understand that information regarding a client endangering him/herself or another person should immediately be discussed with a supervisor. Initial\_\_\_\_\_

## 3. Reporting Child Abuse

If you have reasonable cause to know or suspect that a youth has been subjected to abuse or neglect or have observed a youth being subjected to circumstances or conditions that would reasonably result in abuse or neglect, you must immediately report or cause a report to be made of such a fact to the county department of social services or local law enforcement agency. If you need assistance filing a report, contact your supervisor or the Volunteer Coordinator. Initial\_\_\_\_\_

Phone numbers:

Denver County 720-944-3000

Douglas County 303-688-4825

Adams County 303-287-8831

Arapahoe County 303-795-4825

Jefferson County 303-271-4357

(start with Denver County if you don't know the county)

## 4. Reporting of Licensing Complaints

Complaints concerning suspected licensing violations should be addressed to:

Colorado Department of Human Services

Division of Child Care

1575 Sherman Street

1<sup>st</sup> Floor

Denver, CO 80203-1714

303-866-5958

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

## Reference Form

Volunteer Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The above mentioned person has applied to serve as a volunteer with Urban Peak, a center for homeless, runaway and at risk youth. Volunteers are trained to work directly with the youth in a variety of capacities. As a protection to the youth, character references are required on all volunteers. **This information will be kept confidential.**

Please complete this form as thoroughly as you can and return it as soon as possible. Mail or fax it to the Volunteer Relations Coordinator at the address below. If you have any questions or comments, please feel free to call the Volunteer Relations Coordinator, Karen Motley-Smith, 303.974.2909.

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Your Name: \_\_\_\_\_ Phone# \_\_\_\_\_

1. How long have you known the applicant?
2. What is your relationship to the applicant?
3. Does the applicant follow through on projects?
4. How does the individual interact with others, especially youth?
5. Would you recommend the applicant for a position that includes working closely with youth?
6. What are the applicant's strengths?
7. What are the applicant's weaknesses?
8. Is the applicant able to keep information confidential?
9. Do you know of any reason this person should not be allowed to work with young people?
10. Please include anything you know about the applicant that would particularly qualify or disqualify him/her for the position. Please use the back of this sheet.

*Please return to:*  
*Urban Peak , Attn: Karen Motley-Smith, 1630 S. Acoma St., Denver CO 80223*  
*or Fax to: 303-777-9438*

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Your Name: \_\_\_\_\_ Phone# \_\_\_\_\_

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- 12. Does the applicant follow through on projects?
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