



## Volunteer Application

Please fill out all questions on this application. Once your application is completed, email it to [info@thebeamanhome.org](mailto:info@thebeamanhome.org) or mail it to PO BOX 654, Winona Lake, IN 46590. Your background check will be completed and you will be contacted to schedule an interview.

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

Home address: \_\_\_\_\_ Home phone: \_\_\_\_\_

\_\_\_\_\_ Cell phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Education (last year completed) \_\_\_\_\_

Presently employed: yes/no If yes, who is your employer? \_\_\_\_\_

Special skills, training, previous work experience \_\_\_\_\_  
 \_\_\_\_\_

Volunteer job(s) you are interested in:

- |   |  |
|---|--|
| <input type="checkbox"/> Spending time with clients in shelter media, etc.)<br><input type="checkbox"/> Crisis Line & Intakes<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> Facility Needs & Maintenance<br><input type="checkbox"/> Kitchen | <input type="checkbox"/> Legislative Support (letter writing, monitoring news media, etc.)<br><input type="checkbox"/> Transporting Clients (to & from appointments, etc.)<br><input type="checkbox"/> Office/Clerical Work<br><input type="checkbox"/> Fund Raising<br><input type="checkbox"/> Other (please describe) _____ |
|---|--|

Availability:

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Morning							
Afternoon							
Evening							

Are you able to volunteer regularly each week: yes/no

Are you able to volunteer on a weekend if needed: yes/no

Are you interested in serving on a committee: yes/no

References:

	Name	Address	Phone #	Relationship
1.				
2.				
3.				

For internal use only:

Date received \_\_\_\_\_ Staff recipient (please print): \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Date References checked: \_\_\_\_\_



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### Criminal History Check, Driving History Check, Child Abuse Registry Check:

The work of KCSA, Inc. involves responsibilities, which require important safeguards in the public interest. Accordingly, all offers of employment (paid or unpaid), and new Employee/Volunteer status are contingent upon satisfactory reports from law enforcement agencies and, as available, from registries of child abuse offenders, and from the Bureau of Motor Vehicles or other governmental entity from which driving records are available. If a new Employee or Volunteer has lived in another state or community in the last five years, checks may be conducted in that state/community.

The Executive Director may waive the requirement for a driving record check for those applicants who do not qualify for a driver's license for any reason. However, under no circumstance shall these Employees or Volunteers be allowed to operate a motor vehicle while performing any duty for KCSA, Inc.

Any applicant who has been convicted of a crime involving any of the following will not be eligible for employment (paid or voluntary) at Kosciusko County Shelter for Abuse, Inc.:

- any form of abuse or neglect of a child or protected adult
- domestic abuse,
- sexual assault,
- sexual offences of any nature
- assault and/or battery,
- stalking,
- criminal trespass, or
- invasion of privacy

Revision Approved by KCSA, Inc. Board of Directors 01/20/2015

### **NOTICE TO VOLUNTEERS REGARDING BACKGROUND INVESTIGATION**

I understand that a consumer report (background screening report) and/or an investigative consumer report (reference checks and/or interviews) that may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualifications and experience, work habits, and/or other information relevant to my volunteer service may be obtained in connection with my application as a volunteer with Kosciusko County Shelter for Abuse, Inc. (The Beaman Home).

I understand that, if I am approved for volunteer service by The Beaman Home, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of The Beaman Home, such may be necessary.

I hereby release and discharge to the extent permitted by law, Kosciusko County Shelter for Abuse, Inc. (The Beaman Home), its employees, any individual or agency obtaining information for The Beaman Home, and any personal or professional reference, from any and all claims, damages,

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losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of Kosciusko County Shelter for Abuse, Inc. (The Beaman Home).

By signing below, I, \_\_\_\_\_, have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

### AUTHORIZATION

\_\_\_\_\_  
Print Name (last, first, middle)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)  
(For ID Purposes Only)

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
Drivers License State

Any other names I have been known by: \_\_\_\_\_

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

Previous Addresses (Last 10 Years) \_\_\_\_\_

### Authorization of Criminal Background Check

I understand, as a condition of my involvement (paid or unpaid) with the programs and services of Kosciusko County Shelter for Abuse, Inc. (aka The Beaman Home), a background check is required. By my signature below, I certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the Beaman Home.

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

If applicant is under the age of 18 years old

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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### Note on Cost of Background Checks

**The cost for the background check is \$20.00.** Please include a check made out to The Beaman Home for this amount. Our mailing address is PO BOX 12 Warsaw, IN 46581 or you can pay by cash at 603 Parker Street. (Bring exact change, no change can be made at our facility) At this time, we are unable to accept debit or credit card payments for this service.

The cost of our background checks may change, depending on the amount of counties/states that you have lived in. **The basic cost of a background check is \$20.00.** If you have lived in more than one county or state, the cost for completing your background check will go up. You will be responsible for the remaining balance, once we receive notification from our background check provider (Safe Hiring Solutions) of the balance. You will be notified via email of the balance. Please check your email and submit payment promptly.

If you have questions regarding our background checks, or the cost, please route all questions to the executive director, Renea Salyer by either calling her at (574) 267-7701, or email at [info@thebeamanhome.org](mailto:info@thebeamanhome.org)

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Interviewer: \_\_\_\_\_