

**79<sup>TH</sup> JUDICIAL DISTRICT ATTORNEY'S OFFICE**  
**JIM WELLS & BROOKS COUNTIES**

**Application for Volunteers**

Today's Date:

**Personal Information**

Name:

Address:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell Phone:

Email:

Why are you interested in volunteering?  Personal interest  Educational experience

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

Age \_\_\_\_ over 18 \_\_\_\_ under 18

Have you ever worked or do you currently work for 79<sup>TH</sup> DAO?

Have you ever received services from 79<sup>TH</sup> DAO?

Do you have a valid driver's license?

Do you have a car available for use while volunteering?

**Experience and Education (Applicant may include a current resume)**

What is your educational/training background?

What is your employment history?

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

**Which counties are you able to work in?**

Jim Wells  Brooks  Other surrounding counties

**\*Applicants may submit additional information on separate sheets.**

Which volunteer opportunities are you interested in:  Family Violence  Victim's Services  
 Child Abuse Prevention  Elder Abuse Prevention  Community Education Programs  
 Crime Prevention  Community Outreach Events  Other \_\_\_\_\_

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 (check all that apply)  Directly with people served  Behind the scenes  
 Computers  Maintenance  Food Preparation  Outdoor Events  No preference

Hobbies/interests:

Skills you would like to use while volunteering:

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

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

Date you can begin service:

### **Criminal History**

All volunteer positions require a Criminal History check. Conviction(s) will not necessarily disqualify you from participating. Have you ever been convicted of a felony?  Yes  No  
If yes, explain.

### **Please describe in 3-5 sentences why you want to be a volunteer at 79<sup>TH</sup> DAO:**

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?

79<sup>TH</sup> DAO considers applicants for 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**

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.
2. I consent to having 79<sup>TH</sup> DAO complete a criminal background check prior to volunteering.
3. I agree to complete a drug screening and TB screening requirements relevant to the position for which I am applying

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (required if less than 18 years of age)

\_\_\_\_\_  
Date

**DRUG AND ALCOHOL TESTING CONSENT**

79<sup>TH</sup> DAO 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 volunteers. While the vast majority of 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, and to comply with our obligation under the Drug Free Workplace Act of 1988, the following policy has been adopted and will be enforced:

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.
2. 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 a volunteer at any time, with or without notice, for any reason not expressly prohibited by law.
3. The agency retains the right to require any volunteer to report for drug and/or alcohol testing for reasonable suspicion or following an accident in which there is injury to persons or damage to property.
4. 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.
5. New volunteers will be required to report for drug testing after a placement offer has been made but before reporting for the assignment.

I have read and understand the Drug Free Workplace Compliance Statement. I agree to comply with the 79<sup>TH</sup> DAO Drug and Alcohol Policy. I understand that any offer of placement with the Agency may be contingent upon the successful completion of drug testing before beginning assignment, and I consent to testing according to 79<sup>TH</sup>DAO policy.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (required if less than 18 years of age)

\_\_\_\_\_  
Date