

Volunteer Application

Make-A-Wish Foundation® of Central & South Texas

Please note that certain volunteer positions require completion of a criminal background check every three years.

Please print legibly

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Numbers (home): _____ (work): _____ (cell): _____

E-mail address: _____

Do you speak Spanish? Yes No Other languages? _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

May we contact you at work? Yes No

In case of emergency, who should we contact?

Name: _____ Telephone Number: _____

Relationship: _____

What position are you applying for?

- Board Member Wish Granter Special Events
 Office/Clerical Other (Please describe): _____

Do you hold a valid driver's license? Yes No

If yes, which state? _____

Have you ever had your driver's license suspended or revoked? Yes No

If yes, please explain: _____

Do you use illegal drugs? Yes No

Volunteer History

Do you have volunteer experience? Yes No

If yes, please list, beginning with present or most recent experience.

Organization Name: _____
Address: _____
Position and Responsibilities: _____
Supervisor's Name and Title: _____ Telephone Number: _____
Dates of Service: _____

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Dates of Service: _____

Have you ever been asked to relinquish a volunteer position? Yes No

If yes, please explain: _____

Personal References

Please provide three non-family references:

Name: _____
Address: _____
Telephone Number: _____ Relationship: _____

Name: _____
Address: _____
Telephone Number: _____ Relationship: _____

Name: _____
Address: _____
Telephone Number: _____ Relationship: _____

If you would like to include additional information about yourself, please do so on the back of this form.

I HAVE COMPLETED AND REVIEWED THIS ENTIRE FORM AND ATTEST THAT THE INFORMATION PROVIDED IS TRUE. ADDITIONALLY, I UNDERSTAND THAT CERTAIN VOLUNTEER POSITIONS MAY REQUIRE THE COMPLETION OF A CRIMINAL BACKGROUND CHECK.

Applicant Signature _____ Date _____

If applicant is under the age of 18, please complete the following section.

Parent/Guardian Signature _____ Date _____

Return form to:

Attn: Charity Bracamontes, Operations Manager
Make-A-Wish Foundation of Central & South Texas
2224 Walsh Tarlton, Suite 200, Austin, TX 78746
512.329.9474 (WISH)
www.centralandsouthtexas.wish.org

Adult Volunteer Consent and Release

Make-A-Wish Foundation® of Central & South Texas

Name: _____

Position applied for: _____

The volunteer position you have applied for upholds considerable responsibilities. You may be entrusted with valuable assets of the Foundation, most importantly our wish children and wish families. As a condition of your potential service to the Foundation as a volunteer we may perform a background investigation. Your participation in this process is voluntary; however, if you choose not to sign this release, you may be eliminated as a possible candidate for the position you have applied for.

ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL.

I hereby authorize the Make-A-Wish Foundation of Central & South Texas to schedule and complete a personal background check, including a criminal history.

Do you have any prior names or surnames? Yes No

If yes, please list name(s): _____

Date of Birth: _____ Place of Birth: _____

Social Security Number: _____

Driver's License Number: _____ State: _____

Signature: _____ Date: _____



ANNUAL CONFLICT OF INTEREST AND ETHICS ASSURANCE STATEMENT

As an employee or volunteer of the Make-A-Wish Foundation (the "Foundation"), I have an obligation to the Foundation and the constituencies it serves to comply with the highest standards of ethical conduct. I will not commit acts contrary to those standards, and I will promptly report to appropriate Foundation representatives – either directly, or through MySafeWorkplace (a 24-hour confidential whistle-blower hotline that can be accessed at www.MySafeWorkplace.com or by calling 1-800-461-9330) – the commission of any such acts by others within the Foundation. I understand that my responsibilities include the following:

Ethics and Legal Assurance

- I will at all times: (a) perform my duties in accordance with relevant laws, regulations and Foundation policies and standards; (b) promote the attainment of the Foundation's legitimate and ethical objectives; and (c) represent the interests of all constituencies served by the Foundation and not favor special interests inside or outside the Foundation in connection with Foundation business.
- I will refrain from: (a) violating any criminal or civil law or regulation, the violation of which may reflect poorly on the Foundation; and/or (b) engaging in or supporting any activity that would discredit the Foundation.
- I will submit to a criminal background check every three years (or more frequently if required by the Foundation), and I agree to disclose at the time I execute this document and thereafter as the same may arise any official investigations of criminal activities, arrests and/or convictions involving me (other than for routine traffic offenses not involving drugs or alcohol).

Conflict Of Interest

- I will either avoid, or will promptly disclose and recuse myself from any decisions involving, any activity or practice which conflicts with, or can be perceived as conflicting with, the interests of the Foundation, including but not limited to situations where I, or a relative, friend or business acquaintance of mine, proposes to provide goods or services to the Foundation for consideration.
- I will refrain from using Foundation property or resources for personal profit or advantage, or for any purpose not related to the activities of the Foundation.
- I will refuse any personal gifts, loans, favors or other consideration of more than nominal value from any Foundation vendor, sponsor or other outside party that would influence, or could be perceived as influencing, my actions or the actions of others.

Confidentiality

- During my involvement with the Foundation and thereafter, I will maintain the confidentiality of any information regarding the Foundation, wish children and their families, donors and volunteers that has not been released publicly, unless legally obligated to do otherwise.
- I will refrain from using or appearing to use confidential information acquired in the course of my service for unethical or illegal advantage, either personally or through third parties.

I have read, understand and agree to be bound by the above standards.

Print name

Signature

Date