



6100 Radio Station Road, P.O. Box 2924, La Plata MD 20646
301-609-9887 • 301-753-4002 • 301-884-0767 • 301-373-3276

VOLUNTEER APPLICATION

Name: _____

Social Security No. _____ Date of Birth _____

Address: _____

Phone Number: _____ E-Mail: _____

Full/Part Time _____ Desired Position: _____

WORK EXPERIENCE

Current or Last Employer: _____

Dates of Employment: _____ Supervisor's Name _____

Address: _____

Phone Number: _____ May we contact them? _____

Reason(s) for leaving: _____

Duties and Responsibilities: _____

Please use the back of this application form to list other previous employment positions.

EDUCATIONAL BACKGROUND

Highest Level of Education Completed: _____

Please list all schools and special trainings you have completed, including dates of attendance and the degrees/certificates earned:

Please list all of your skills and talents that are applicable to the position for which you have applied:

REFERENCES

Name: _____ Title _____

Relationship: _____ Phone No.: _____

Name: _____ Title _____

Relationship: _____ Phone No.: _____

Name: _____ Title _____

Relationship: _____ Phone No.: _____

CERTIFICATION

I certify that the information given in this application is true and correct to the best of my knowledge. I understand that false information given on this application is sufficient for my dismissal. Additionally, I understand that this organization may make inquiries into my educational and occupational history. Finally, I understand that during the recruitment process, this organization may contact the references I listed.

Signature

Date



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In signing this application I agree to keep confidential from outside sources all information pertaining to the Center for Children.

I realize that this is privileged information. I realize that any breach of my confidentiality can result in my termination from the program.

I understand that I cannot solicit or distribute any other literature other than those belonging to the Center for Children

Volunteer Signature

Date

Please return your completed application to:

Center for Children
Kelsey Pearson
Coordinator of Marketing and
Community Outreach
6100 Radio Station Road
PO Box 2924
La Plata, MD 20646
Phone 301-609-9887 x 134
Fax 301-609-9091



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ELECTRONIC COMMUNICATIONS POLICY

Center for Children understands that computers and network systems are vital to fulfilling the mission of our organization. They are important resources in aiding in communication and the exchange of information. However, unlawful or inappropriate use of these tools can infringe on the rights of others. Center for Children expects all members of its community to use electronic communications in a responsible manner.

“Electronic communication systems” as used within this policy include computer networks, telephone systems, audio visual systems and any other systems used to transmit data (including documents, images and email) electronically. All electronic communication systems, including the equipment used to transmit communications, are to be used solely for job-related purposes. An employee or volunteer who uses these systems for their personal use does so with the understanding that the organization has access to and may monitor the use of these technologies.

Employees and volunteers are prohibited from inappropriately using the electronic communications systems including but not limited to:

- a) accessing downloading or distributing material that is obscene, sexually explicit, harassing or otherwise offensive;
- b) gaining unauthorized access to any data, file computer, or computer system;
- c) forging the identity of a user or machine in an electronic communication;
- d) using a computer without authorization; and
- e) disclosing confidential information of the Center for Children

Users must respect the intellectual property of others and avoid any unauthorized access to, use or distribution of copyrighted materials.

Center for Children provides email services to facilitate official communications of the organization, employees, volunteers, and its clients. Email messages that are unofficial and unsolicited are considered “SPAM” and represent an inappropriate use of the Center for Children’s computer resources.

Misuse of computing, or information resources may result in the loss of access and other sanctions. To ensure that this policy is followed and the systems are being used consistently with Center for Children legitimate business interests, representatives of the Center for Children may monitor the use of equipment and systems covered by this policy at any time.

I have read and understand the Electronic Communications Policy and agree to abide by it.

Signature

Date