



**UrbanPromise**  
CHARLOTTE

## **Volunteer Program Application process**

*Note: We live in an age where sexual misconduct and child abuse are realities in our society. UrbanPromise must deal with this issue as a “good shepherd” by taking steps to protect the children in our care. UrbanPromise has implemented this application process and policies to help safeguard our children while promoting a positive, nurturing environment for ministry to them. Guidelines are to be strictly followed by anyone working in the schools or programs. We pray for God’s blessing for our children, workers, and ministry.*

### **APPLICATION PROCESS**

- Completion of Application – All applicants must complete and sign all application forms.
- Background Check – After gaining the applicant’s permission, administrative staff will conduct a criminal background check for applicants: this is mandatory for all employees, interns, and volunteers. There is a \$25 fee to conduct this background check.
- Interview – All applicants must be interviewed by the Volunteer Coordinator and/or Executive Director to determine their suitability for volunteering. Information from this interview will not be released to unauthorized persons.
- Signed Agreement to Follow Guidelines – All applicants must sign the Child Guideline Agreements to show their commitment to observe these guidelines.

### **PLEASE RETURN APPLICATION & FEE TO:**

UrbanPromise  
Attn: Volunteer Coordinator  
PO Box 1479  
Camden, NJ 08105



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**PERMISSION TO OBTAIN A BACKGROUND CHECK**

*This form authorizes UrbanPromise to obtain background information and must be completed by the applicant. UrbanPromise must keep this completed form on file for at least two years after requesting a background check.*

I, the undersigned applicant (also known as “consumer”), authorize UrbanPromise through its independent contractor, LexisNexis, to procure background information (also known as a “consumer report and/ or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; state and federal criminal and civil history/records; county felony & misdemeanor records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to UrbanPromise, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

**CRIMINAL BACKGROUND INFORMATION:**

1. Have you ever been convicted of a felony or misdemeanor?  Yes  No

2. Are you currently under investigation or are you currently charged with committing a felony or misdemeanor?  Yes  No

If the answer is “Yes” for either of these questions, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



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**IDENTIFYING INFORMATION FOR BACKGROUND INFORMATION AGENCY:**

PRINT NAME:

\_\_\_\_\_

First Middle Last

OTHER NAMES USED (ALIAS, MAIDEN, NICKNAME) \_\_\_\_\_

CURRENT HOME ADDRESS:

\_\_\_\_\_

Dates Street/PO Box City State Zip

FORMER ADDRESS:

\_\_\_\_\_

Dates Street/PO Box City State Zip

SOCIAL SECURITY # \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GENDER: \_\_\_\_\_

PLEASE CHECK ONE:

\_\_\_\_ Volunteer      \_\_\_\_ Summer Intern      \_\_\_\_ Full-Year Intern      \_\_\_\_ Employee

**For Volunteers:** Please submit this form along with a \$25 check made payable to “UrbanPromise” and write “Background Check” on your memo line.

**For Interns 21 years of age and older:** A Motor Vehicle record check is required. Please provide Driver’s License information along with a \$36 check made payable to “UrbanPromise” and write “Background Check” on your memo line.

Driver’s License #: \_\_\_\_\_ State of Issuance \_\_\_\_\_

**For Interns under 21 years of age:** Please submit this form along with a \$25 check made payable to “UrbanPromise” and write “Background Check” on your memo line.

**For Employees:** A Motor Vehicle record check is required. Please provide Driver’s License information.

Driver’s License #: \_\_\_\_\_ State of Issuance \_\_\_\_\_



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**VOLUNTEER APPLICATION**

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

Email: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Best Way to Contact You (check one):

Email     Home phone     Cell phone

Day(s)/Hour(s) Available to Volunteer: \_\_\_\_\_

Emergency contact information: \_\_\_\_\_

Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell phone \_\_\_\_\_ Home phone \_\_\_\_\_

Church Affiliation (if applicable) \_\_\_\_\_

How did you hear about Urban Promise? \_\_\_\_\_

Explain briefly why you want to work with Urban Promise. Mention any previous involvement with volunteer work over the past few years. (Attach an additional sheet, if necessary.)

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**For more information please contact:**

Jimmy McQuilkin

Phone: 301.325.9471

Email: [jimmy@urbanpromisecharlotte.org](mailto:jimmy@urbanpromisecharlotte.org)