



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 \$20 fee to conduct this background check. (Checks should be made out to “UrbanPromise” and “Background Check” should be written on the memo line.)
- **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:

Jimmy McQuilkin
UrbanPromise Charlotte
5214 Murrayhill Road
Charlotte, NC 28210

For more information please contact:

Jimmy McQuilkin
Phone: 301.325.9471
Email: jimmy@urbanpromisecharlotte.org



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: _____

How are you interested in volunteering with UrbanPromise? (Check all the apply.)

_____ **Homework Tutor:** Work alongside our staff and StreetLeaders in a classroom by tutoring and reading to elementary school students. *Time Commitment:* Once a week (Mondays-Thursdays), 4:15 - 6:15 PM

_____ **“Options” Teacher:** During the AfterSchool Program, students will have the opportunity to choose an “Options Class” to attend, where they will develop a life skill they might not have the chance to learn outside of the AfterSchool Program. Possible skills might include cooking, fitness, gardening, dance, art, music, or LEGO robotics. An “Options Teacher” would volunteer to design or support a course around a skill of their choice. *Time Commitment:* Wednesdays, 5:15 - 6:15 PM

_____ **Special Skills:** Offer your unique skills to serve UrbanPromise as you are needed. Special skills might include legal or accounting expertise, office assistance, fundraising, vehicle or transportation skills, etc. List skills you are willing to offer here: _____

Emergency contact information: _____

Relation: _____ Phone: _____

Cell phone _____ Home phone _____

Church Affiliation (if applicable) _____

How did you hear about Urban Promise? _____

Community Involvement, Hobbies, & Interests (Clubs, Sports, Churches, etc.)

Volunteer Program Application process

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

EDUCATION EXPERIENCE:

School: _____

Field of Study: _____

WORK EXPERIENCE:

Company Name: _____

Company Address: _____

City: _____ State _____ Zip _____

Work phone: _____ Job Title: _____

REFERENCES:

Individuals will be emailed a reference form to be filled out and returned.

Reference 1

Name: _____ Position: _____

Email: _____ Phone: _____

Reference 2

Name: _____ Position: _____

Email: _____ Phone: _____



UrbanPromise
CHARLOTTE

Volunteer Program Application process

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: _____



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 \$20 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 \$20 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 _____