

New Jersey Conference of Seventh-day Adventists
Office of Education
2160 Brunswick Ave.
Trenton, NJ 08648
(609) 392-7131

APPLICATION FOR VOLUNTEERS

Name of School _____

SECTION I – INTRODUCTION

The Important Role of Volunteers

How can the level of academic achievement and spiritual commitment in any Adventist school be raised without also raising tuition? Service organizations and institutions such as churches, hospitals, libraries, and professional associations have found volunteers to be an invaluable resource. Trained and committed volunteers are needed by our K-12 school system to insure spiritual and academic excellence. It is crucial that the spirit of voluntary service be kept alive in each of our schools. Your willingness to volunteer your time will help our school system in its focus on excellence in education. Thank you so much!

Date _____

SECTION II – PERSONAL DATA

Name (Last) (First) (Middle)

Address

City State Zip Code

Home Phone Business Phone

Cell Phone E-mail Address

SECTION III – QUESTIONNAIRE

Please check the area(s) in which you are willing to contribute voluntary services. (Some of these may not apply to your school – check with the school principal).

OFFICE ASSISTANCE

- Filing
- Typing
- Answering phone
- Copying materials
- Other _____

FUNDRAISING ACTIVITIES

- Unload truck for citrus fruit sale
- Assist in sale of dried fruit/nuts
- Help in school fund-raising projects
- Other _____

LIBRARY

- Shelving
- Classifying books
- Book check-out
- Reading to students
- Other _____

HOSPITALITY

- Prepare food for dinners, special programs, etc.
- Organize food serving area
- Direct student lunch program
- Other _____

WORK WITH TEACHERS

- Pray with students
- Volunteer for worship
- Serve as room parent(s)
- Grading papers
- Tutoring
- Supervision of students during lunch
- Decorate/develop bulletin boards
- Serve as guest speaker for Career Day
- General supervision of students
- Other _____

SCHOOL NEWSLETTER/NEWSPAPER

- Typing
- Writing
- Mailing
- Other _____

COMPUTER

- Data Entry
- Word Processing
- Other _____

FIELD TRIPS

- Provide transportation service
- Chaperone
- Other _____

GENERAL REPAIR/UPKEEP

- School repairs
- Landscaping, clean-up
- Maintenance
- Painting
- Custodial services (vacuuming, dusting, bathrooms, polishing floors, etc.)
- Other _____

OTHER AREAS

- _____
- _____
- _____
- _____
- _____
- _____
- _____

SECTION IV – CHILD-RELATED EXPERIENCE

Please list in chronological order any experience you have had involving children (include church, job, and community-related activities).

Dates	Position Held	Location

SECTION V – GENERAL INFORMATION

1. Are you a member of the Seventh-day Adventist Church? _____ If yes, how many years? _____
2. Name of church _____ Pastor's Name _____
3. Do you speak, read, and/or write any languages other than English? ð Yes ð No
If yes, please indicate _____
4. Are you computer literate? ð yes ð no
If yes, please indicate which programs you are acquainted with: _____

Please attach details on separate sheet for all "Yes" answers to questions 5-8. (The information in this section will be kept strictly confidential.)

5. Have you ever been dismissed, terminated, or asked to resign from any Seventh-day Adventist denominational teaching position or any other type of employment? ð Yes ð No
6. Have you ever pleaded guilty or been convicted of any criminal offense? ð Yes ð No
7. Are you currently on probation for any criminal conviction? ð Yes ð No
8. Have you ever been convicted of child abuse, sexual abuse, or sexual misconduct? ð Yes ð No

(Criminal convictions are not an automatic bar to consideration for employment. If you answered "Yes" to any question 6-8, kindly provide a reference/professional who can verify that you are now suitable for employment in a school setting.)

Name	Relationship	Complete Address Including Zip Code	Phone Number

SECTION VI – EDUCATIONAL BACKGROUND

Highest degree or program completed: High School/GED Some College BA/BS Masters

Complete the following for each high school and college attended.

Name of School	City, State	Number of Years	Degree or Hours Completed

SECTION VII – REFERENCES

List below three persons other than relatives who can provide both character and professional references.

Name	Relationship	Complete Address Including Zip Code	Phone Number

SECTION VIII – STATEMENT OF ACCURACY

By signing below:

- ✓ I declare, to the best of my knowledge, all information provided in this **Application for Volunteers** is accurate and factual.
- ✓ I authorize the verification of all statements contained in this **Application for Volunteers**. I understand any false and/or misleading statements will disqualify my application and may be grounds for immediate termination of service if found out after I have begun volunteering.
- ✓ I agree to abide by the New Jersey Conference **Policy of Zero Tolerance**.
- ✓ I understand that if asked to volunteer I must complete an **FBI Clearance** form.
- ✓ I understand this is strictly a “volunteer” position. I will receive no remuneration for services and/or time volunteered.

Volunteer’s Signature

Date

This form is to be kept on file in the Principal’s Office.
The school board must approve all volunteers.