



Volunteer Screening Procedures

Introduction

Reliable Enterprises appreciates the services provided to consumers and staff by its numerous volunteers. The purpose of this regulation is to set forth procedures for the screening, training and supervision of volunteers within Reliable Enterprises.

Screening Procedures

1. No formal screening or training is required for volunteers who do not have direct contact with or with supervision of consumers, such as: office, clerical assistance, fundraising activities.
2. Screening is required for volunteers who have direct contact with and controlled access to consumers under supervision of professional staff including but not limited to:
 - I. The volunteer must complete a Volunteer Application.
 - II. A personal interview.
 - III. Reference Check.
 - IV. Criminal History Check.
 - V. Valid Driver's License and Proof of Insurance must be verified for those volunteers who plan to drive any consumers. Please note: volunteers that might drive as part of their volunteer assignment must be at least 21 years of age.
 - VI. Negative Results on Pre-Employment Drug Screen.
3. Confidentiality: Volunteers are to be held to professional standards for maintaining the confidentiality of consumers. The Executive Director or Human Resources will advise volunteers on the issues and importance of confidentiality of consumer information. Volunteers must sign an agreement stating they understand and will comply with the Confidentiality Policy. Volunteers shall not be granted access to consumer files.
4. Abuse Policy: It is the policy of Reliable Enterprises to provide all employees and customers with an environment that is free from discrimination, mistreatment, or disrespect, and to provide a safe working environment. This policy applies to all regular employees, temporary employees, contractors, volunteers, consumers and parents and guardians.
5. Tobacco/Smoke Free Environment Policy
6. Drug, Narcotics, and Alcohol Free Work Place Policy
7. Appropriate/Safe Dress & Personal Hygiene
8. Volunteer Safety
9. Release, Hold Harmless and Indemnity Agreement
10. Social Media Use
11. New Life Thrift Store Purchasing Policy

While the application is being processed and all references and background checks made, the applicant may be placed in a temporary volunteer position, provided that the volunteer is directly and continuously supervised by a Reliable enterprises staff member at all times.

When all references and background checks are completed and are determined to be satisfactory and consistent with program policies, Human Resources or Executive Director will contact staff and advise the volunteer has been approved.

In the event the reference or background check prove to be unsatisfactory or not consistent with program policies, staff shall be notified and a letter shall be sent to the applicant advising that the request has been denied.

All references and information obtained or gathered in the application shall be strictly confidential.

Volunteer Signature Date

Parent/Guardian Signature if Volunteer less than 18 yrs of age Date



Volunteer Application Form

Date of Application: _____

Position(s) Applied for: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____

E-Mail _____

Why do you want to volunteer for Reliable Enterprises: _____

Volunteer Experience: _____

Education

EDUCATION	School Name	Course of Study	Did you Graduate	List Diploma or Degree
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other: (Specify)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe specialized training, apprenticeship, skills:

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or disability or other protected status.

Employment

1	Name and Address of Company:	From:	To:
		Month:	Month:
		Year:	Year:
		Supervisor:	
	Position Title:	Telephone:	
Brief Description of Your Duties:			
Reason for Leaving:			
2	Name and Address of Company:	From:	To:
		Month:	Month:
		Year:	Year:
		Supervisor:	
	Position Title:	Telephone:	
Brief Description of Your Duties:			
Reason for Leaving:			

References

Full Name:		Relationship:	
Company:		Phone Number:	
Address:			
Full Name:		Relationship:	
Company:		Phone Number:	
Address:			
Full Name:		Relationship:	
Company:		Phone Number:	
Address:			

Acknowledgement & Agreement

As a Volunteer at Reliable Enterprises, I agree to the following:

1. I understand that I am expected to conduct myself in a socially appropriate manner in the work setting and willingly comply with project assignments.
2. I understand that I am expected to follow the safety rules and regulations and maintain a safe work environment at all times.
3. I give permission for a pre-volunteer drug screening test and for any such recurring tests as may be requested by the company at any time.
4. I authorized the company to request an investigative report from a background reporting agency concerning my criminal history, and other information to the extent permitted by law from appropriate local, state and federal agencies and other available public records.
5. I have read, signed, and agree to comply with the Tobacco-Smoke Free Environment Policy.
6. I have read, signed, and agree to comply with the Confidential Nature of Company Affairs Policy.
7. I understand that I am expected to arrive on time, and appropriately dressed.
8. I understand that if I am sick or cannot come in during my scheduled time, I will notify Reliable Enterprises staff at least 2 hours before my expected arrival.
9. I understand that if I am injured or become sick while working at Reliable Enterprises, I will notify Reliable Enterprises staff immediately.
10. I understand that physical, emotional, or verbal abuse, neglect, or exploitation of consumers will not be tolerated and will result in immediate termination and possible report to the appropriate authorities.

Print Name: _____ Date: _____

Signature: _____