

Firetree Place

Youth Development Center



(PLEASE PRINT PLAINLY AND COMPLETE ALL SECTIONS)

Date _____

Name _____
Last First MI

Present Address _____
No. Street

VOLUNTEER/ NON-PAID INTERN/ CONTRACT PERSONNEL APPLICATION

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Firetree Place does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Firetree Place is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

City

State

Zip Code

Telephone No. Home () _____ Business () _____ Email: _____

How long have you lived at present address? _____

How did you learn about Firetree, Ltd. or its subsidiary facilities? Advertisement Friend Relative Walk-In Other _____

Have you ever been arrested? Yes No

If yes, please explain _____

Are you currently under supervision as a judgment by a Court? Yes No

If your application is considered favorably, on what date will you be available to start volunteer/ non-paid intern/ contract work? _____

List any other experiences, skills, qualifications, specialized training, apprenticeship, or extra-curricular activities which you feel would especially fit you for volunteer/ non-paid/ contract work with our company. _____

Describe any job-related training you have received. _____

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB/ SERVICE FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached? Yes No

- Firetree, Ltd does not discriminate against qualified individuals with a disability, i.e. individuals with a disability who satisfy the requisite skill, experience, education, and other job-related requirements for the position being sought, and who, with or without reasonable accommodation, can perform the essential functions of such position. Reasonable accommodation means modifications or adjustments to the work environment, or to the manner or circumstances under which the position desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of the position.

APPLICANT'S CERTIFICATION

"I hereby certify that the facts set forth in the above application are true and complete. I understand that any false answer or statement or implications made by me in this application or other required documents shall be considered sufficient cause for denial of volunteer/ non-paid intern/ contract work."

We would like to draw your attention to the following statement which appears on this employment application that has to do with "employment at will." "Additionally, I hereby give this Company the right to make a thorough investigation of my past employment and character references, education, criminal investigations, criminal records check, verification of licensure, general reputation, and activities, and I release from all liability all persons, companies, and corporations supplying such information. I indemnify the Company against any liability which might result from making such an investigation." Firetree, Ltd. reserves the right to reject any candidates who have been convicted of any criminal offense.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

APPLICANT'S SIGNATURE

DATE

(APPLICANT'S SIGNATURE INDICATES ACKNOWLEDGING THE INFORMATION PROVIDED IN THE APPLICANT'S CERTIFICATION SECTION.)

Areas of Interest:

- After-School Programs- helps with youth K-12th grades with after-school programs M-F from 3-6pm with homework and activities.
- Recreation Programs- helps with youth K-12th grades with sports/recreation activities after school, weekends, and during the summer months.
- Special Event Staff- helps with youth K-12th grades on field trips and special events
- Internship
- Summer Camp Assistant- helps with youth K-12th grade during the Summer Camp June-August from 8-5pm.
- Kitchen Assistant- helps prepare meals and clean kitchen
- Clerical Assistant- helps with general office work such as filing, phone calls, etc.
- Custodial- helps with general cleaning and maintenance inside and outside the facility
- Other: Please explain

On the grid below please indicate the times throughout the week you are available to volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							

*If you wish to come teach a class we ask that you outline your curriculum. Please include any licenses, certifications, etc. that pertain to your expertise.

CLEARANCES REQUIRED FOR VOLUNTEERING WITH MINORS

Any and all adults applying for or holding an unpaid position as a volunteer with a child care service, a school or a program, activity or service responsible for the child's welfare or having direct volunteer contact with children under the age of 18 years will need clearances. Examples of programs/events as a volunteer responsible for the welfare of a child or having direct contact with children can include but are not limited to:

- Before School Care
- After-School Club
- STOMP
- Hip Hop
- Programs/events occurring during After-School Club hours

All volunteers must obtain the following three clearances:

1. Federal Bureau of Investigation (FBI) Criminal Background Check
 - Unless you've lived in the state of PA for the past consecutive ten (10) years
2. Pennsylvania Child Abuse History Clearance (CY113)
3. Pennsylvania Criminal Record Check for Volunteers (SP4-164A)

If a volunteer already has any of the three clearances listed above, he/she may submit the clearance(s) to Firetree Place, as long as the clearance(s) is no longer than six (6) months old. Clearances may be submitted by mail or drop off at **600 Campbell Street, Williamsport, PA 17701**. Clearances may also be submitted by fax at **570-329-3180**. All volunteers must have all three (3) clearances submitted and on file before starting with any of our offered programs. **Firetree Place does not provide or pay for the clearances for any volunteers.** Obtaining the clearances is the sole responsibility of the volunteers.

OTHER REQUIREMENTS FOR VOLUNTEERING WITH MINORS

Any and all volunteers responsible for the child's welfare or having direct volunteer contact with children, under the age of 18 years, **more than ten (10) times** during our After-School Club hours will need to provide a copy of their most recent physical and TB test result. If a volunteer already has a physical and/or TB test result, he/she may submit them to Firetree Place, as long as the physical and TB test result are no longer than one (1) year old. Both may be submitted by mail or drop off at **600 Campbell Street, Williamsport, PA 17701**. They may also be submitted by fax at **570-329-3180**. All volunteers must have a copy of their physical and TB test result submitted and on file before starting with our After-School Club or any of its offered programs. **Firetree Place does not provide or pay for the physical or TB test for any volunteers.** Obtaining them is the sole responsibility of the volunteers.

APPLICANT'S CERTIFICATION

I understand that in order to volunteer with minors at Firetree Place, I must obtain the three clearances, physical, and TB test listed above. I understand that Firetree Place does not provide or pay for the clearances, physical, or TB test. I know that obtaining the clearances, physical, and TB test is my sole responsibility. I also

understand that I will not be able to volunteer at Firetree Place without my three (3) clearances, physical, and TB test result on file and must submit my clearances, physical, and TB test result before starting for the safety of the welfare of all minors.

APPLICANT'S SIGNATURE

DATE