



Domestic Violence Center Santa Clarita Valley

Intervention Prevention Education

Volunteer Application

Contact Information

Name	
Date	
Street Address	
City ST ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	

Availability

Please note the days and times you are available for volunteer assignments:

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

I prefer:

<input type="checkbox"/> Regular weekly	<input type="checkbox"/> Flexible hours	<input type="checkbox"/> Weekends/Evenings
<input type="checkbox"/> Short-term projects	<input type="checkbox"/> Open-ended projects	<input type="checkbox"/> On-call assignments

Other: _____

Interests

In which areas are you interested in volunteering:

- | | | |
|---|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Special Events | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Hot Line | <input type="checkbox"/> Newsletter Production | <input type="checkbox"/> Youth Program |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Pick-up/deliveries | <input type="checkbox"/> Volunteer Coordination |

Other: _____

Special Skills, Qualifications, and Hobbies

- Word
 Excel
 PowerPoint
 Publisher
 Quickbooks

Foreign Languages: _____ Speak Read Write

Specialized training/skills/hobbies: _____

Previous Volunteer / Work Experience

Summarize your previous volunteer/work experience as it relates to your volunteer interests:

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Person to Notify in Case of Emergency

Name	Relationship:
Home Phone	Cell Phone:
Physician's Name	Phone:

Volunteer Agreement and Signature

I certify that all statements on this application are true and complete to the best of my knowledge. I hereby authorize the Domestic Violence Center to investigate any information contained in this application. I understand that as part of the final selection process I will be required to pass a background check. I understand that false or misleading statements shall be sufficient grounds for disqualification from the volunteer program. Further, I understand that as a volunteer, I am offering my services of my own free will without any expectation of compensation, benefits, or insurance of any kind.

I voluntarily agree to participate in this volunteer program. I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims for property damage which may arise in connection with the above-named activity, against the Domestic Violence Center or any of their employees. I hereby agree to pay any and all costs incurred as a result of any injury or damage.

I hereby agree to the Volunteer Agreement set forth on this _____ day of _____, 20_____

Name (printed)	
Signature	
Date	

Office use only:
Interview Scheduled: _____ Interviewed by: _____ Position: _____
Start Date: _____
Comments: _____
Background Check: _____



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Client Confidentiality Policy

In the course of the daily activities conducted by The Domestic Violence Center of Santa Clarita, employees and volunteers may be in personal contact with clients. This often necessitates the sharing of information concerning the client.

All volunteers are required, as a caveat of volunteerism, to abide by the following policy concerning confidential information or activities in connection with the performance of each individual's service. This policy is binding to all volunteers.

All information concerning any client of The Domestic Violence Center of Santa Clarita is strictly confidential. This includes name, address, phone number, living circumstance, income status, and physical condition. The services received by clients, the location of the shelter and other similar information, as determined by the Executive Staff, are also strictly confidential. All volunteers shall guarantee every person that receives the services of The Domestic Violence Center of Santa Clarita this right to his/her personal privacy.

Exceptions to the confidentiality policy are as follows:

- Reported or suspected child or elderly abuse.
- Someone presents a danger to themselves or others.
- Subpoenaed by a court of law.

Any volunteer that knowingly and deliberately reveals confidential client information to any unapproved source will be removed from their duties with The Domestic Violence Center of Santa Clarita.

Signature _____ Date _____



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Volunteer Code of Ethics

The Domestic Violence Center of Santa Clarita recognizes the critical role of its volunteers, and is extremely grateful for their dedication, their time and their compassion. The Domestic Violence Center of Santa Clarita accepts the service of all volunteers with the understanding that such service is at the sole discretion of the agency.

The Domestic Violence Center of Santa Clarita asks you as a volunteer to:

- Perform your service to the best of your ability, maintaining the clients' interests as your primary focus.
- Maintain an environment free of harassment (physical, sexual, or verbal,) discrimination, and unprofessional conduct.
- Refrain from false, misrepresented, or omitted information on a volunteer application form and understand that DVC cannot accept applications with such information.
- Observe, maintain and protect confidentiality regarding clients. Do not share with anyone information that identifies clients or the location of the shelter.
- Treat proprietary or privileged information involving staff members or other volunteers as strictly confidential.
- Avoid activity construed as conflict of interest, i.e. neither accept loans or gifts of money or property from clients nor give gifts of money or property to clients, unless through an organized agency program.
- Refrain from offering medical, legal, or financial advice to clients.
- Respect the cultural, religious, and political views of clients and refrain from imposing your cultural, religious, and political views on clients.

Volunteer's Signature _____ Date _____

AUTHORIZATION TO RELEASE INFORMATION FORM

Note: Submitting an incomplete or illegible form may delay the background check results.

This is a confidential form.

Completed by Applicant/Employee

I hereby AUTHORIZE and request any law enforcement agency to furnish bearer with criminal history and identity check information in their possession regarding me in connection with my employment in a critical position. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I understand this AUTHORIZATION is to be part of the written employment application which I sign. I understand that Domestic Violence Center positions that are designated critical require background checks for the purpose of evaluating me for employment, promotion, reassignment, reclassification, transfer, or retention as an employee or volunteer.

PRINT NAME: _____
Last First Middle

OTHER NAMES YOU HAVE USED: _____

CURRENT ADDRESS: _____
Street Number & Name City State Zip

HOME PHONE #: _____ **BUSINESS PHONE #:** _____

DATE OF BIRTH: _____ **SOCIAL SECURITY #:** _____

DRIVER'S LICENSE INFORMATION: _____
License number Expiration Date State of Issue

PRIVACY NOTICE

The state of California, Information Practices Act of 1977 (effective July 1, 1978) requires the Domestic Violence Center of Santa Clarita Valley to provide the following information to individuals who are asked to supply information about themselves.

Furnishing all information requested on this form is mandatory. Failure to provide such information shall result in a determination that the applicant is ineligible for employment or not appropriate for reassignment. You have a right of access to records containing your personal information that is maintained by this agency.

The Domestic Violence Center of Santa Clarita Valley P.O. Box 220037 Newhall, Ca 91322 (661) 259-8175 is officially responsible for maintaining the information contained on this form.

I hereby certify that all statements on this application are true and correct to the best of my knowledge and belief. If hired for employment or offered a volunteer position, the Domestic Violence Center of SCV requires completion of a criminal background investigation. If the Domestic Violence Center of SCV feels that a previous criminal history is linked to risks inherent in the duties of the position, this may be considered grounds for disqualification, release, or dismissal. Applicant has a right to provide information regarding the accuracy of his/her criminal history or information regarding other factors that should be considered. These include mitigating factors or evidence of rehabilitation. These factors will be assessed by both the employer and Fair Employment & Housing Council before a decision for dismissal is made.

APPLICANT/EMPLOYEE SIGNATURE: _____ **DATE:** _____



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Harassment and Sexual Harassment Policy

DVC maintains a work environment free from all forms of unlawful harassment by employees, management, volunteers and/or clients, and insists that all employees be treated with dignity, respect, and courtesy. DVC prohibits harassment against any applicant, employee, supervisor, volunteer, client, or any other person based on the individual's race, color, age, religion, sex (including pregnancy, childbirth or related medical conditions), national origin or ancestry, marital status, sexual orientation, physical or mental disability, medical condition (including cancer-related or HIV/AIDS conditions), gender, genetic characteristics, or any other characteristic protected by Federal, State or local laws. DVC does not allow anyone, including any supervisor, co-worker, vendor, client, Board Member, volunteer, or member of the public to unlawfully harass any applicant or employee of DVC, or a person providing services to DVC pursuant to a contract, as that term is defined by the California Fair Employment and Housing Act. Harassment is also prohibited on the basis of a perception that a person has any of the above characteristics, or that the person is associated with a person who has, or is perceived to have, any of the above characteristics.

Harassment includes verbal, physical and visual harassment as well as sexual harassment. Harassment is unwelcome or unsolicited verbal, physical or sexual conduct which substantially interferes with an employee's job performance or which creates an intimidating, hostile or offensive working environment. Some examples of which may be considered unlawful harassment, depending on the facts and circumstances, are as follows:

- Verbal harassment such as epithets, derogatory or vulgar comments, suggestive or insulting sounds, or jokes or slurs regarding a person's race, sex, or any other characteristic protected by Federal, State or local laws.
- Physical conduct such as assault, unwanted touching, impeding or blocking normal movement or other aggressive physical conduct, or threats to take such action, sexually orientated gestures, coerced sexual intercourse, sexual assault, or any other physical interference or threats of physical interference because of sex, race, or any other characteristic protected by Federal, State, or local laws.
- Visual conduct such as derogatory posters, pictures, objects, photography, cartoons, drawings or gestures, including internet images or electronic mail exchanges regarding sex, race or any other characteristic protected by Federal, State or local laws.
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, or offers of employment benefits in return for sexual favors.

Employees/volunteers have an important role in the effective implementation of DVC policies against harassment and sexual harassment. Any applicant or employee who believes that s/he has been the subject of any unlawful harassment or sexual harassment or who becomes aware of such conduct should promptly notify the Executive Director. If the perpetrator is the Executive Director, the employee should notify the Board of Directors, via the Board President. Supervisors who become aware of any possible incident of harassment or sexual harassment must immediately report the matter to the Executive Director.

DVC will take prompt and necessary steps to investigate all complaints of harassment or sexual harassment and, where appropriate, to correct any harassment. To the extent possible, every reasonable attempt will be made to maintain confidentiality during the course of investigation into a charge of harassment or sexual harassment.

You may pursue any charge of sexual harassment with the California Department of Fair Employment and Housing and the California Fair Employment and Housing Commission or the comparable federal agency, the Equal Employment Opportunity Commission. You may contact the Department of Fair Employment and Housing at 2000 O Street, #120, Sacramento, California 95814-5212 or at 800-884-1684 or www.dfeh.ca.gov. The law against harassment and discrimination provides for administrative fines and for remedies which may include: hiring, back pay, promotion, reinstatement, cease and desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages and damages for emotional distress. DVC considers harassment and sexual harassment as serious offenses. DVC will not retaliate against any person who reports an incident of harassment or sexual harassment, nor will DVC tolerate retaliation by any supervisor, employee or co-worker. It is unlawful to retaliate against an employee for opposing the practices prohibited by the California Fair Employment and Housing Act or comparable federal law or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by, the Department of Fair Employment and Housing, the Fair Employment and Housing Commission or the Equal Employment Opportunity Commission.

I have read and understand the Harassment and Sexual Harassment Policy.

Volunteer Name _____

Volunteer Signature _____

Date _____

Supervisor Name _____

Supervisor Signature _____

Date _____



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Drug-Free Workplace Policy

It is the policy of Domestic Violence Center of Santa Clarita to maintain a workplace free of illegal drugs. Employees are expected to comply with rules and regulations which expressly prohibit the unlawful manufacture, use, sale, purchase, transfer or possession of dangerous drugs or narcotics, as those terms are used in federal statutes. This includes marijuana, cocaine, heroin and morphine, as well as barbiturates and amphetamines. In addition, the DVC regulations prohibit employees from being under the influence of alcohol and/or any legal or illegal drug while engaged in work, whether on or off DVC property. Legally prescribed medications which do not adversely affect the employee's work ability, job performance or the safety of that individual or others are an exception to this policy.

In addition to any state or federal penalties resulting from conviction for a drug offense, violations of this policy while in work status by staff shall be grounds for appropriate disciplinary action, up to and including dismissal.

The Domestic Violence Center also complies with the requirements of The Drug-Free Workplace Act which contains specific reporting requirements for employees who are paid for work on a federal contract or grant and are convicted of any criminal drug statute violation occurring in the workplace or while on DVC business.

Violations of this policy by employees will be reviewed and appropriate action taken pursuant to standard practices for progressive discipline.

In compliance with the Drug-Free Workplace Act employees who are engaged in work on a federal grant shall also abide by the above standards of conduct as a condition of employment, and in addition shall notify the Executive Director of any criminal drug statute violation occurring in the workplace or while on DVC business, no later than 5 days after conviction. The DVC is required to notify the federal contracting/granting agency within 10 days of receiving such notice of conviction and to take action as needed.

I have read and understand the Drug Free Workplace Policy.

Volunteer Name _____

Signature _____

Date _____

Staff Name _____

Staff Signature _____

Date _____



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Volunteer Opportunities

Circle all volunteer opportunities that interest you:

- Fundraising
- Youth Outreach
- Office Work
- Child Care
- Shelter
- Court Advocacy/Court Clinics
- Doing intakes/peers with clients
- Group facilitation

Volunteer Signature: _____

PLEASE ATTACH A COPY OF YOUR RESUME