



# ST. JUDE'S RANCH FOR CHILDREN

*with help comes hope*



## VOLUNTEER APPLICATION

### MISSION STATEMENT

St. Jude's Ranch for Children rescues abused, abandoned and neglected children of all races and faiths from the vicious cycle of child abuse. We provide healing and nurturing in a safe home-like environment where children can learn life skills to start new lives with new chances, new choices and new hope.

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### VISION STATEMENT

To break the vicious cycle of child abuse by providing home and healing wherever children are hurting.

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### CORE VALUES STATEMENT

Our actions are inspired by the following core values:

- Joyful trust in the Lord
- A sense of humor
- Honesty, Trustworthiness and Loyalty
- Exceptional service to children, staff, donors and community
- Professionalism through discipline, accountability and fiscal responsibility
- Rearing children to achieve their full potential
- Providing healing one child at a time
- Building a better society



# ST. JUDE'S RANCH FOR CHILDREN

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Dear Volunteer Applicant:

Thank you for your interest in volunteering at St. Jude's Ranch for Children!

St. Jude's Ranch is committed to the delivery of the highest quality program services to our children. In order to help us accomplish that with our volunteers, we carefully screen each volunteer to best match their experience and talents with our needs while ensuring a safe and caring environment for the children. Volunteers must be at least 21 years of age and commit to volunteering for at least two hours per week on a regularly scheduled basis for a minimum of six months so we can have smooth operations in volunteer areas.

Volunteers are a vital part of daily operations at St. Jude's Ranch for Children. Choosing to donate your time can make a big difference in the lives of our children and be very fulfilling for you, as well.

There are a number of steps to becoming a volunteer and we thank you for your patience, as the process may seem a bit onerous—but we are sure you understand the strict requirements we must implement to make sure the children are protected.

1. Complete the Volunteer Application
2. Obtain a copy of your (1) state issued identification (i.e. driver's license or other government-issued identification); and (2) Social Security card
3. Return the completed packet with a copy of state issued identification and Social Security card to the campus where you wish to volunteer through the US Mail or by hand delivery (visit [www.stjudesranch.org](http://www.stjudesranch.org) or the timeline in the back of this packet for campus locations).
4. Once your application is received, you will be contacted to schedule an interview and tour the campus. (Please note a background check and, in some case, fingerprinting with the state Department of Family Services may be required to by state licensing requirements).
5. Once complete, we will contact you to schedule your volunteer orientation and schedule so your rewarding journey may begin!

Again, on behalf of St. Jude's Ranch for Children and the kids entrusted to our care, we thank you for your interest and time. Should you have any questions throughout this process, please contact the Volunteer Supervisor located within the state of your desired campus. We look forward to receiving your application.





# ST. JUDE'S RANCH FOR CHILDREN

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## Volunteer Application

**Name**  
    
FIRST MIDDLE LAST

**Address**

**City**  **State**  **Zip**

**Email Address**

**Phone Number (s)**

**Home**

**Cell**

**Other**

**What is your preferred contact method?**

**When is the best time to contact you?**

### Employment/Volunteer History

**Company name**

**Title**

**Dates employed** from  to

**Company name**

**Title**

**Dates employed** from  to

**Company name**

**Title**

**Dates employed** from  to

## Volunteer Information

### What type of volunteer work are you interested in?

- Full Time
- Part Time
- Event Specific
- Seasonal
- Other

### Please check all interests/skills

- |  |  |
|--|--|
| <input type="checkbox"/> Accounting                  | <input type="checkbox"/> Landscaping             |
| <input type="checkbox"/> Chapel Preparation/Services | <input type="checkbox"/> Cleaning                |
| <input type="checkbox"/> Office Duties (general)     | <input type="checkbox"/> Computer/Graphic Design |
| <input type="checkbox"/> Open, sort, distribute mail | <input type="checkbox"/> Paint/Varnish           |
| <input type="checkbox"/> Construction                | <input type="checkbox"/> Data/Database Entry     |
| <input type="checkbox"/> Sewing                      | <input type="checkbox"/> Donor Correspondence    |
| <input type="checkbox"/> Sorting Donated Items       | <input type="checkbox"/> EBay Sales/Purchase     |
| <input type="checkbox"/> Gift Shop/Museum Attendant  | <input type="checkbox"/> Other                   |
- 

### Structured interactions

- Teaching/Tutoring – list qualifications
- Activities

### What location (s) are you interested in volunteering at?

- Boulder City       Bulverde       New Braunfels

### How did you hear about us?

### Applicant Statement:

I certify that all information I have provided in order to apply for a volunteer position at St. Jude's Ranch for Children is true and correct.

I expressly authorize, without reservation, St. Jude's Ranch for Children to contact and obtain information from all references, employers, and educational institutions in order to verify the accuracy of all information provided by me in this Volunteer Application.

I certify that I have read, understand and accept the Applicant Statement.

**Signature of Applicant**

**Date**

**APPLICANT REFERENCE VERIFICATION FORM – PERSONAL REFERENCE**

Applicant Name: \_\_\_\_\_  
Last First Middle

Other Names Used (Maiden, etc.) \_\_\_\_\_

Name of Personal Reference: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Source:  Written  Telephone

Relationship of Reference:  Friend  Relative  Spouse  Other: \_\_\_\_\_

**Applicant Statement:** I authorize the release of information to St. Jude’s Ranch for Children any information held by any parties regarding my previous employment or scholastic records and hereby release said persons, schools, companies, governmental agencies, court and law enforcement authorities from any damage whatsoever for releasing this information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(APPLICANTS – DO NOT WRITE BELOW THIS LINE)**

**St. Jude’s Representative Statement:** The individual listed is applying for employment with St. Jude’s Ranch for Children. Our facility provides care to abused, neglected and abandoned children. To assist us in ensuring good employment practices, please furnish the information requested below. **Any and all information will be held in the strictest confidence and not divulged to the applicant.** Your reply will be greatly appreciated.

St. Jude’s Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONAL REFERENCE SECTION**

What is your relationship to the applicant? \_\_\_\_\_ how long have you known? \_\_\_\_\_

To your knowledge what kind of experience have this person had with children both professionally and personally?

\_\_\_\_\_  
\_\_\_\_\_

What three adjectives would you use to describe this person? (Examples: Outgoing, Shy, Etc.)

\_\_\_\_\_  
\_\_\_\_\_

What are the major interests or activities that this person is involved with? (Examples: Church, Clubs, Sports, Etc.)

\_\_\_\_\_  
\_\_\_\_\_

How would you describe this persons interpersonal relationships or community involvement using the following descriptions:

(Please check all that apply)

- Active in the community
- Keeps several close and casual friends
- Keeps few or no close friends
- Some or no direct community involvement
- Keeps a small group of close friends
- Involved primarily with immediate family

Are you aware of any problem behaviors in this person? (Excessive alcohol use, drug abuse, gambling, mental illness, etc)

Yes  No. If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

St. Jude’s Ranch for Children provides a supportive, caring, and secure environment to abused, neglected and abandoned children. Do you feel this person is capable of providing such an environment to a child?  Yes  No

Unsure. Please explain answer:

\_\_\_\_\_  
\_\_\_\_\_

If you have children, would you feel comfortable with this person taking care of your own child if you were unable to do so?

Yes  No.

Additional comments: \_\_\_\_\_  
\_\_\_\_\_

Reference Signature: \_\_\_\_\_ 5 \_\_\_\_\_ Date \_\_\_\_\_

(St. Jude’s Representative can sign if information received over telephone)

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# ST. JUDE'S RANCH FOR CHILDREN

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## **St. Jude's Ranch for Children, Inc. Non-Disclosure of Proprietary Information**

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In consideration of my being a volunteer at St. Jude's Ranch for Children, Inc., the undersigned hereby agrees and acknowledges the following:

1. That during my volunteer service there may be disclosed to me certain proprietary information consisting of:

- a. Confidential information regarding children currently, previously or potentially in the care of St. Jude's Ranch for Children.
- b. Confidential information regarding employees currently, previously or potentially employed by St. Jude's Ranch for Children.
- c. Confidential information regarding donors currently, previously or potentially in a philanthropic relationship with St. Jude's Ranch for Children.

2. I agree that during and after the termination of my volunteer service, I shall not use for myself or others, or disclose or divulge to others any confidential information, or any other proprietary information regarding St. Jude's Ranch for Children, Inc., in violation of this agreement.

3. Upon terminating my volunteer service with St. Jude's Ranch for Children, Inc.:

- a. I shall return to St. Jude's Ranch for Children all documents, property and copies thereof pertaining to St. Jude's Ranch for Children.
- b. This agreement shall be binding upon me and my personal representatives and successors in interest, and shall inure to the benefit of St. Jude's Ranch for Children, its successors and assigns.
- c. The enforceability of any one provision to this agreement shall not impair or affect any other terms of this agreement.
- d. In the event of any breach of this agreement, St. Jude's Ranch for Children, Inc. shall have full rights to injunctive relief, in addition to any other existing rights, without requirement of posting bond, if permitted by law.

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
St. Jude's Ranch for Children, Inc.

\_\_\_\_\_  
Date



# ST. JUDE'S RANCH FOR CHILDREN

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## Volunteer Waiver Statement

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Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Waiver of Liability: I agree that I will receive no monetary compensation for any time or labor while participating in a St. Jude's Ranch for Children, Inc. project or program. I will make no unauthorized purchases on behalf of St. Jude's Ranch for Children, Inc. and will present valid sales slips or invoices for payment of all authorized purchases. I will, as directed, use the St. Jude's Ranch for Children, Inc. tax exempt letter for all authorized purchases.

Nevada: I will not have any direct contact with the children of St. Jude's Ranch for Children unless with licensed Youth Care personnel present, per State of Nevada regulation

Texas: I will not have unsupervised direct contact with the children of St. Jude's Ranch for Children unless with a Direct Child Care Worker, per State of Texas regulation

I hereby RELEASE AND HOLD HARMLESS, St. Jude's Ranch for Children, Inc. its agents, employees, members, staff, corporate or other St. Jude's Ranch for Children, Inc. officers and representatives, for whom volunteers work or are involved with, from any injuries sustained by myself or my family, or any damage to my property while traveling to or from activities or meetings, or while on site at the activities.

Consent for Treatment: In case of accident or serious illness, I hereby agree to the performance of such treatment as deemed necessary in the opinion of the attending physician, for absolute emergency only if spouse or responsible party is not present.

I have read and understand the above statements of WAIVER OF LIABILITY CLAUSE AND CONSENT FOR TREATMENT, and AGREE to abide by the stipulation set out hereon, and endorse each of them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Special Limitations/Medications: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact (name): \_\_\_\_\_

(phone): \_\_\_\_\_



# ST. JUDE'S RANCH FOR CHILDREN

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## **Personal Affidavit**

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I, \_\_\_\_\_, do hereby certify that I have not been charged or convicted of a felonious crime. In addition, I also state that I have not been convicted of misdemeanor criminal activity. As of the date on this form, I have no pending criminal charges and am not being investigated in regard to such charges.

With my signature I assure the above statement to be true to the best of my knowledge. I understand that failure to report previous criminal activity to St. Jude's Ranch for Children may result in termination of my volunteer abilities and/or legal action.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_  
Day Month Year

Signature: \_\_\_\_\_



# ST. JUDE'S RANCH FOR CHILDREN

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## Background Investigation/Record Request Authorization

Name \_\_\_\_\_  
Last First Middle

Other Names Used (Maiden, etc.) \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

[Note: Sex, Race, and Age are not criteria in any employment/volunteer decision. It is used for identification purposes only]

Current address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ County \_\_\_\_\_ Dates (from – to) \_\_\_\_\_

Previous address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ County \_\_\_\_\_ Dates (from – to) \_\_\_\_\_

Previous address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ County \_\_\_\_\_ Dates (from – to) \_\_\_\_\_

Previous address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ County \_\_\_\_\_ Dates (from – to) \_\_\_\_\_

### LIST ALL CRIMINAL CONVICTIONS AND TRAFFIC OFFENSES.

YEAR	OFFENSE	CITY	COUNTY	STATE

St. Judes Ranch for Children will not knowingly employ or retain any person who has been criminally convicted of one or more of the following offenses, including, but not limited to:

murder, homicide, manslaughter, or concealment of a homicidal death; kidnapping, child abduction, criminal child enticement, or contributing to the delinquency of a minor; unlawful restraint or forcible detention; felonious or aggravated assault, menacing, battery, or infliction of great bodily harm; sexual assault/battery or sexual abuse; unlawful sexual behavior; abuse or criminal neglect of a child; theft, financial exploitation, robbery, or burglary; criminal trespass; arson; unlawful possession or use of weapons or aggravated discharge of a firearm; manufacture, delivery, or trafficking of controlled substances; felony conviction of possession of controlled substance(s); DUI/DWI. Continued employment by St. Jude's Ranch for Children is conditioned upon a finding of no criminal convictions of these offenses unless mitigating circumstances (if any), which will be taken into consideration.

I authorize the release to St. Jude's Ranch for Children (and/or any of its licensed agents) any information held by any parties regarding my previous employment, criminal history record and/or record of convictions in state and local files for violations of any federal, state, local statutes or ordinances, any violations of state or federal regulation protecting children, military records, credit history, driving records and scholastic records and hereby release said persons, schools, companies, government agencies, court and law enforcement authorities from any damage whatsoever for releasing this information. I further authorize St. Jude's Ranch for Children to utilize any of the information I have listed above, including my name, address, social security number and driver's license number to obtain any information referenced in this paragraph.

I certify that all the information I have provided on this authorization is true and accurate. I understand that misstatements, omissions or false or misleading statements which I have provided on any application, authorization, on my resume' and/or in interviews shall constitute grounds for refusal to hire or immediate discharge from employment. In consideration of employment with St. Jude's Ranch for Children, I agree to comply with the Code of Conduct, policies, procedures and requirements of St. Jude's Ranch for Children. I understand this application and/or any St. Jude's Ranch for Children policy, manual, handbook or other written document describing such items do not constitute a written contract at this time or in the future. I understand my employment would be at-will and that my employment could be terminated at any time by either party, with or without cause and with or without notice. Any modification of the at-will employment relationship can only be accomplished by a written document signed by St. Jude's Ranch for Children's Chairman or CEO.

I have read and understand the above.

Signature: \_\_\_\_\_ Date \_\_\_\_\_



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## Fingerprinting Authorization

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I, \_\_\_\_\_, do hereby authorize St. Jude's Ranch for Children, Inc. and the State of Nevada to perform a fingerprint analysis. Further, I authorize for my fingerprints to be stored in a statewide or national database for future review.

I understand that failure to adhere to said fingerprinting may result in denial of my volunteer application for St. Jude's Ranch for Children.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_  
Day Month Year

Signature: \_\_\_\_\_

**NEVADA APPLICANTS ONLY**



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## Photo & Name Release

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I, \_\_\_\_\_, do hereby authorize St. Jude's Ranch for Children, Inc. to use my picture and name in newsletters, brochures, and publications depicting activities at St. Jude's Ranch for Children, Inc.

I understand that any use of my picture or name will be done in such a way that they will not cause embarrassment or harm to me.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_  
Day Month Year

Signature: \_\_\_\_\_



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*with help comes hope*

## Volunteer Timeline

Please reference this timeline as you proceed through the pre-volunteer process\*

- Weeks 1      Return completed application and schedule fingerprinting with Volunteer Supervisor
- Week 2-4    Complete initial volunteer training while awaiting results of background checks
- Week 5      Begin regularly scheduled volunteer activities

\*Please note that this is a general timeline. The campus and/or position you are applying for may allow for a shorter pre-volunteer wait time. Contact the Volunteer Supervisor at your desired location to answer specific questions about the pre-volunteer process and/or timeline.

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