



**BOYS & GIRLS CLUB
OF LOUDOUN COUNTY**

General Volunteer Enrollment Form

Last Name: _____ First Name: _____ MI: _____
Address: _____ City, State, Zip: _____
Phone: _____ Cell: _____ E-mail: _____

Background Information & Informed Consent

As a condition of volunteer service with Boys & Girls Clubs of Loudoun County, a successful criminal background investigation is required. Your signature allows BGCLC to submit necessary information to the appropriate law enforcement authorities in order to disclose the existence of a conviction for criminal offenses. BGCLC reserves the right to decline any candidate's application to volunteer. Volunteer applicants with convictions for the aforementioned criminal offenses will not be considered for service.

Social Security Number
(Only used for background check purposes)

_____/_____/_____
Date of Birth

Please list all previous cities and states where you have resided if you lived outside of Virginia:

- Have you ever been convicted of a criminal offense including, but not limited to, criminal neglect, abuse or assault? YES NO
- Do you agree to disclose any future criminal convictions or violations? YES NO
- Are you willing to undergo a conviction information background check by the Virginia State Police and/or the state where you previously resided? YES NO

Signature

Date

Office Use Only

BC Date: _____ Complete: _____ TRNG Date: _____ Complete: _____ Location/Day/Time: _____

Comments: _____

VOLUNTEER ENROLLMENT FORM

Qualifications

Employment (Please enclose a resume if available):

Employer Name: (Current or most recent) _____

Title: _____

Work Phone Number: _____

Duties: _____

May we contact you at work?

YES NO

Education:

School: _____

Degree: _____

Date: _____

School: _____

Degree: _____

Date: _____

Skills & Interests

What specific interests, skills or areas of expertise would you like to bring to BGCLC?

Please identify the group (age group, gender), geographic area, club or program that you are interested in working. If no preference, please comment as such.

List any foreign languages written or spoken.

Please describe briefly your interest and motivation in becoming a BGCLC volunteer.

Describe any past volunteering experience.

How did you hear about the Boys & Girls Clubs of Loudoun Co.?

VOLUNTEER ENROLLMENT FORM

Availability

Please mark all days and times you are available to volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday
Time Available					

Site Information

Boys & Girls Clubs of Loudoun County Sterling Branch

Sterling Middle School

201 W. Holly, Sterling, VA 20164

Reference Request

I, _____, authorize BGCLC to contact my reference(s) listed below. I understand that the information obtained will be used to further determine my eligibility to participate in the Volunteer Programs. Furthermore, I understand that the information obtained will not be used to discriminate against me in any way.

Please list three references below.

1. Professional

Contact's name: _____

Organization: _____

Position: _____

Phone and e-mail: _____

2. Volunteer-related or personal (non-family)

Contact's name: _____

Organization: _____

Position: _____

Phone and e-mail: _____

3. Volunteer-related or personal (non-family)

Contact's name: _____

Organization: _____

Position: _____

Phone and e-mail: _____

Equal Opportunity

Boys & Girls Clubs of Loudoun Co. is an Equal Opportunity Employer. The established policy of BGCLC is to affirm and dedicate itself to the primary principle of nondiscrimination in all phases of its activities. BGCLC pledges itself to the following policy to all applicants of volunteer opportunities: BGCLC will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, veteran status, marital status, disability unrelated to ability to perform the task, or any other reason prohibited by the federal, state or local law. In addition, BGCLC will not tolerate sexual, racial or any other harassment prohibited by law.

EMERGENCY CONTACT INFORMATION

Name: _____

Phone: _____

Relationship: _____

Please send completed document to:
Boys & Girls Clubs of Loudoun County
204 S. King St.
Leesburg, VA 20175
Denise.andorfer@bgcloudoun.org