

VOLUNTEER APPLICATION

THE FOLLOWING INFORMATION IS REQUESTED ANNUALLY TO ADMINISTER
VOLUNTEER SERVICES AND ENSURE STUDENT SAFETY

New Application

Annual Renewal

Date: _____

^Complete as a new application if this is the first time applying to volunteer or if you have been inactive as a volunteer for more than 9 months. A background check will be required.

Please type your responses below into the fillable fields, save when done, and e-mail back to your College contact.

Legal Name (Print):

Nickname / name go by:

Permanent Local Address:

Telephone:

E-mail Address:

Area(s) of interest for volunteering:

I attest that I am eighteen year of age or older: Yes No

List any education, training, or experiences you have had which would help us in meeting the needs of our students:

BACKGROUND:

The following information is asked of all individuals who volunteer to work with our students to help insure the safety of our students.

Have you ever been convicted of, pled guilty to, or entered a plea of no contest to any crime?

No or Yes If yes, please explain:

In connection with this application, I authorize Bowdoin College to perform a criminal record check on me and to conduct such additional background checks as the College believes to be necessary to ensure that it is appropriate for me to volunteer. I authorize persons and entities contacted by Bowdoin College in connection with this application to provide information about me. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations, that I might otherwise have against Bowdoin College, its agents and officials or against any provider of such information.

I understand that as a volunteer I am responsible for reading and understanding the College policies indicated in my Volunteer Agreement or otherwise made known to me, and to actively participate in College training as relates to my volunteer role.

I certify that the information I have provided in this Application is true and correct and that by providing false or misleading information, I will not be allowed to volunteer at the College.

I further understand that if I am approved as a volunteer, and annually thereafter if I remain a volunteer, I will be required to complete a Volunteer Information Form and sign a Volunteer Agreement.

As this is a volunteer arrangement, I am not an employee of the College and I also understand that either the College or I may end our volunteer relationship at any time and for any reason.

If completing electronically, please check here and initial below certifying that “I have read and agree with these statements. The information I have provided above is true and accurate.”

Please enter your initials to verify your identity*

Date

**If you prefer to complete this form by printing a hard copy and filling it out by hand then please sign your full name here:*

OFFICE USE ONLY

Hiring Department

- Description of volunteer services completed and sent to HR for review
(required for new volunteer assignments not previously approved by HR)
- Volunteer completes Information Form and department reviews for completeness
(retain copy for Department files)
- References checked *(retain copy for Department files)*
- All volunteer information sent to HR for initiation of background check
- When background check is complete HR notifies department as to whether or not to proceed with issuing the Agreement to the Volunteer
- Department sends signed Volunteer Agreement to HR
(retain copy for Department files)

Human Resources

- Volunteer Information Form reviewed
- Background check initiated
- Notify Department: approved (initiate Volunteer Agreement) or denied
- Volunteer agreement and supporting documentation filed

BOWDOIN COLLEGE

VOLUNTEER AGREEMENT

I understand that as a volunteer at Bowdoin College that all student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from an authorized administrator. I also understand that even when I am no longer a volunteer at Bowdoin College any confidential information I have learned must continue to be kept confidential. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all policies and college rules applicable to staff as well as all directions from administrators and staff while serving as a volunteer. I understand that volunteer services are not essential to the functioning of the program and that as a volunteer I do not have a significant role in the programs administration. I hereby acknowledge that I am responsible for reading the college policies indicated on the back of this agreement. The full text of which is available at:

<https://www.bowdoin.edu/hr/handbook/index.shtml>

I understand that as a Volunteer I work without promise of compensation or future employment. Furthermore I understand that assignments are up to one year and I may be asked to complete a Volunteer Information Form and Volunteer Agreement if asked to return in a subsequent year. I also understand that my authorization to serve as a volunteer may be terminated at the discretion of the Director of Human Resources, or his/her designee, at any time if it is determined to be in the best interests of Bowdoin College.

By checking here and typing my name below I certify that I have read and agree with these statements.

Please type (if completing online) or print your full name here to verify your identity*.

Date

Bowdoin College Policies

Executive officers , faculty, staff, student employees, volunteers and others acting on behalf of the College are expected to maintain the highest ethical standard, observing all applicable policies, practices, regulations, laws and professional standards. The absence of a specific guideline or instruction covering a particular situation does not relieve an individual of the responsibility to apply the highest ethical standards in reacting to that situation. Actions in accordance with these standards will be upheld by the College.

Freedom from Discrimination and Harassment

<http://www.bowdoin.edu/hr/handbook/general-policies/freedom-from-harrassment.shtml>

Bowdoin College strives to provide a place of study and work that is free from unlawful harassment or discrimination of any kind.

Code of Conduct

<http://www.bowdoin.edu/hr/handbook/general-policies/code-of-conduct.shtml>

As representatives of the College, all employees and members of the Board of Trustees (herein referred to as “representatives of the College”) are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment.

Drug-Free Workplace

<http://www.bowdoin.edu/hr/handbook/general-policies/drug-free-workplace.shtml>

The Drug-free Workplace Act of 1988 requires recipients of federal monies to provide and maintain a drug-free workplace. In compliance with this federal provision, employees and students should review Bowdoin College's policies regarding alcohol and drug use.

Confidentiality

<http://www.bowdoin.edu/hr/handbook/employment/confidentiality.shtml>

Employees of Bowdoin College are expected to act responsibly and in accordance with state and federal laws when accessing and using confidential information.