



**VOLUNTEER/INTERN APPLICATION**

Please Print In Ink or Type

If you are over 18 years of age, have you been fingerprinted in order to obtain a state and/ or federal criminal record clearance?  Yes  No. **If yes**, please attach a copy of the criminal record clearance if you would like to volunteer to work with children for more than 16 hours per week.

Have you had a tuberculosis (TB) clearance within the last 12 months?  Yes  No If yes, please attach a copy of the clearance. If no, you will need to submit one if you are approved to volunteer in the Head Start program.

First Name	Middle Name/Initial	Last Name	Date of Application
Street Address		Mobile Number	Home or Msg Number
City, State, Zip		E-mail Address	
Social Security #		CA Driver License & Class or ID #	

**GENERAL INFORMATION (Please answer all questions)**

Are you a former or current parent of a child enrolled in the Ventura County Head Start Program?  Yes  No  
 If yes, name of Ventura County Head Start center where child(ren) enrolled: \_\_\_\_\_ Year Enrolled: \_\_\_\_\_  
 Are you **UNDER** the age of 18 ?  Yes  No If you are **UNDER** 18, what is your age? \_\_\_\_\_  
 Are you currently working?  Yes  No If yes name of employer \_\_\_\_\_  
 Are you a student?  Yes  No If yes, name of school \_\_\_\_\_  
 I can volunteer up to \_\_\_\_\_ hours per week for a period of \_\_\_\_\_  Weeks  Months  
 I am available (check all that apply):  morning  afternoon  Mon.  Tues.  Wed.  Thurs.  Fri.  
 I can volunteer only in the following cities: \_\_\_\_\_  
 Is there a specific CDR center or site where you would prefer to be placed? If yes, name of center or site: \_\_\_\_\_  
 In what type of a position would you offer your best skills? \_\_\_\_\_  
 List any other skills that you possess: \_\_\_\_\_  
 In what languages are you fluent? **English:**  speak  read  write **Spanish:**  speak  read  write **Other:** \_\_\_\_\_  
 Are there any accommodation requests that you would like us to consider? \_\_\_\_\_

**CERTIFICATION**

Check **ONLY ONE** of the following:

- I certify that I intend to volunteer my services to CDR, a non-profit agency, for public **service and with a humanitarian objective**, not as an employee, without contemplation of pay, and that I am in good physical and mental health.
- I certify that I am a **student over the age of 18** and that I am volunteering as a result of a course of study or curriculum requirement, and that I will not receive credit toward school fees.
- I certify that I am a **minor under the age of 18**, that I am volunteering during school hours as a result of a school project OR for public service during non-school hours with my parent/legal guardian's consent attached, and without contemplation of pay.
- I certify that I am applying to be considered as an **unpaid intern** for the purpose of gaining experience and developing my skills.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS AREA FOR HUMAN RESOURCES DEPARTMENT USE ONLY**

Negative TB Clearance Required?  Yes  No Criminal Record Clearance Required?  Yes  No

Approved to volunteer or intern:  no more than 16 hours per week  over 16 hours per week

Denied \_\_\_\_\_

**Site:** \_\_\_\_\_

**Supervisor/Mentor:** \_\_\_\_\_

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date

**CDR CRIMINAL RECORD DECLARATION  
MUST BE COMPLETED BY ALL APPLICANTS**

**NAME OF APPLICANT:** \_\_\_\_\_

Please Print

**All persons considered for employment or volunteer work with the Head Start Program or in any other program that requires frequent and routine contact with children will be required to undergo a state and federal criminal record clearance prior to employment or volunteering.**

**I.** Are you at least 18 years of age? Yes No - If you are **UNDER 18**, what is your age? \_\_\_\_\_

**II. All employment and volunteer applicants must declare ANY and ALL of the following regardless of the state in which it occurred:**

- All pending and prior criminal **arrests and charges** related to child abuse and their disposition.
- Convictions related to other forms of child abuse and/or neglect.
- Any and all violent felony convictions.
- Any other **criminal convictions** for which the fine was **more than \$200.00** even if the conviction was a misdemeanor.

**THE DECLARATION MAY EXCLUDE:**

- Any misdemeanors committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law. **(Except any offenses related to child abuse and/or child sexual abuse or felonies.)**
- Traffic fines of \$200.00 or less.
- Any conviction for which the record has been **expunged** under Federal or State Law.
- Any conviction set aside under Federal Youth Corrections Act or similar State authority.

**NOTE:** *Individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being considered, except when applying for a position in a preschool setting. Child Development Resources of Ventura County, Inc. must review each case to assess the relevance of an arrest, charge or conviction to a hiring decision as well as obtaining criminal record clearance.*

**A.** I declare under penalty of perjury that **I HAVE NOT BEEN** arrested, charged, and/or convicted on any of the types of offenses listed above under section II.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

OR

**B.** I **HAVE BEEN** arrested, charged, and/or convicted on one or more of the types of offenses listed above under section IV. ***(Please attach IN A SEALED ENVELOPE MARKED "CONFIDENTIAL" the information listing the offense(s), the date(s), the arrest(s), charge(s), and/or conviction(s), and other relevant information.)***

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

