



EPWORTH VOLUNTEER PROCESS

Thank you for your interest in volunteering at Epworth. The following is a brief overview of the process to become an Epworth volunteer, mentor or tutor:

Please fax, mail or email:

- Application
- Interview Form
- Signed Policy Acknowledgments (confidentiality, contraband, smoking, drug-free workplace and liability)
- Names & Addresses of 3 References (on our reference forms – we will mail them)
- DCFS Authorization for Background Check (MO & IL)
- Absolute Hire Consent Form
- Protect Act Form and fingerprint card (for mentors only)
- Results of current TB Test (within the past 12 months)

You will also need to obtain a city or county background check. The courthouse in your area of residence will do the check and give you a certificate. Please forward the *original* document to Epworth.

Meet with us for an interview and tour the campus. Find out about the different programs we offer, and then we can determine how to meet your needs as a volunteer. We'll photocopy your driver's license and auto insurance card (auto insurance not required for tutors). We'll also make you a volunteer ID badge.

When all paperwork is returned and your background checks are completed, you'll be introduced to our staff and we'll schedule your volunteer efforts.

Please feel free to call anytime if you have questions.

Thank you so much,

Margaret Mahan
Volunteer Coordinator
Epworth Children & Family Services
110 N. Elm Ave
St. Louis, MO 63119
(314)918-3330 office
(314)963-9152 fax

Volunteer Application
Epworth Children & Family Services
110 North Elm Avenue
St. Louis, MO 63119
(314) 961-5718
www.epworth.org

Name (Last, First, MI)

Date

Birthdate

Address

City

State

Zip

() _____
Home Phone Number

Social Security Number

Email Address

For Office Use Only

Position: _____

Start Date: _____

Close Date: _____

Additional Comments:

For which volunteer position are you applying? _____

EMPLOYMENT

Current Employer

() _____
Work Phone Number

Address

City

State

Zip

Dates: From/To Current

Position / Title

Supervisor

Prior Employment: (List any other positions you've held in the past 5 years.)

Position/Title

Company

Dates: From /To

1. _____

2. _____

List experiences you've had with children:

Professional & Volunteer Activities/Organizations:

EDUCATION

Circle Grade Completed: High School College 1 2 3 4 Grad School

College Attended

Major &/or Degree

Vocational Courses

Have you ever been convicted of a misdemeanor or a felony?
If yes, please explain:

Yes OR No

Please list any interests or skills that you would be interested in sharing:

Do you know any volunteers or employees at Epworth? _____

How did you hear about volunteering at Epworth? _____

REFERENCES: Please list three adults, not relatives, who have known you for at least one year.

1. _____	_____
Name	Street Address
() _____	_____
Phone	E Mail

2. _____	_____
Name	Street Address
() _____	_____
Phone	E Mail

3. _____	_____
Name	Street Address
_____	_____
Phone	E Mail

In case of emergency, notify:

_____	_____
Name	Phone

I hereby affirm that my answers to the foregoing questions are true and correct to the best of my knowledge and I understand that false statements on this application shall be considered sufficient cause for termination from the volunteer program. I hereby give my consent for reference checks, a criminal records check and a child abuse hotline check with the applicable governmental agencies.

Applicant's Signature and Date: _____