



THE SALVATION ARMY OF MASSACHUSETTS

VOLUNTEER - INDIVIDUAL APPLICATION

The Salvation Army _____ Date _____
Corps

Name _____

Address _____
Street City State Zip

Home Phone # _____ Cell Phone # _____

Email Address _____

Emergency Contact _____ Phone # _____

Previous Volunteer Experience _____

List Special Skills _____

Days I can Volunteer _____ Hours available _____

List two references (not relatives) we may contact:

Name _____ Phone # _____

Name _____ Phone # _____

Name of Medical/Hospital _____

Insurance Coverage _____

***Notification: A background check is required for all volunteers.**



The Salvation Army - Massachusetts Division
Ray & Joan Kroc Corps Community Center
Volunteer Application

Name _____ Volunteer Position _____

Occupation _____ Past Occupation _____

Highest level of education attained: ☐ Associate degree ☐ College degree ☐ Doctoral degree ☐ High School ☐ Master's degree ☐ Middle school ☐ Some college ☐ Trade/vocational school

Other _____ ☐ Military Service ☐ U.S. Armed Forces Branch _____

Medical Training ☐ RN ☐ LPN ☐ Red Cross: _____ Other _____

Preference of Work ☐ Children ☐ Seniors ☐ Kitchen ☐ Office ☐ Other

Emergency Contact:

Name _____ Relationship _____ Phone Number (____) _____

Select Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							



25 Shawmut Road
Canton, MA 02021
Telephone: 339-502-5900

**THE SALVATION ARMY
MASSACHUSETTS DIVISION**

Organization ID: THEMA12-03674

CORI REQUEST FORM

The Salvation Army is registered under the provisions of M.G.L. c. 6, §172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants.

As a prospective or current employee, subcontractor, volunteer, license applicant, or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to The Salvation Army to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing The Salvation Army with written notice of my intent to withdraw consent to a CORI check.

I also understand that The Salvation Army may conduct subsequent CORI checks within one year of the date this form was signed by me.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided below is true and accurate.

SIGNATURE OF CORI SUBJECT

DATE

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

PROVIDE ALL FORMER LAST NAMES
(IF APPLICABLE)

DATE OF BIRTH

PLACE OF BIRTH

RACE: _____

SEX: _____

HEIGHT: ____ ft. ____ in.

EYE COLOR: _____

XXX - _____
LAST SIX (6) DIGITS OF SOCIAL
SECURITY NUMBER

MOTHER'S FULL NAME

FATHER'S FULLNAME

CURRENT
ADDRESS: _____

*** THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC ***

IDENTIFICATION: _____

VERIFIED BY (print name): _____

SIGNATURE: _____

**COMMONWEALTH OF MASSACHUSETTS
SEX OFFENDER REGISTRY BOARD
REQUEST FOR SEX OFFENDER REGISTRY INFORMATION**

All requests for sex offender information must be made on this form and mailed to the Sex Offender Registry Board, P.O. Box 4547, Salem, MA 01970, along with a self-addressed stamped envelope. The Board will provide a report that includes the following information: whether the person identified is a sex offender with an obligation to register, the offense(s) for which the offender was convicted or adjudicated, and the date(s) of the conviction(s) or adjudication(s). Please be advised that the law only permits the public to receive information on sex offenders required to register and finally classified by the Board as a level 2 (moderate risk) or level 3 (high risk) offender. Therefore, information is not available to the public if the identified individual is a level 1 (low risk) offender or if he/she has not yet been finally classified by the Board.

All requests shall be recorded and kept confidential, except to assist or defend in a criminal prosecution.

THIS PART IS TO BE COMPLETED BY The Salvation Army Human Resources Department.

Requestor's Name: <u>Alissa Santos-Yong</u> TSA HR Manager	Date of birth: _____
Address: <u>The Salvation Army 25 Shawmut Road, Canton, MA 02021</u>	Telephone: <u>(339) 502-5842</u>
I swear, under the pains and penalties of perjury, that I am the above-named person, at least 18 years of age, and I am requesting information for my own protection, the protection of children under 18 years of age, or for the protection of another person for whom I have responsibility, care or custody.	
Requestor's signature: _____	Date: _____

I hereby request that the following information be used to determine whether the identified individual is a sex offender required to register in Massachusetts.

=====

THIS PART TO BE COMPLETED BY APPLICANT

Subject's name: _____

Date of birth: _____

Address: _____

Personal identifying characteristics:

Sex: _____ **Race:** _____ **Height:** _____ **Weight:** _____ **Eye Color:** _____ **Hair Color:** _____

Other information (e.g. license plate number, parents' names, etc.): _____

*****WARNING*****

SEX OFFENDER REGISTRY INFORMATION SHALL NOT BE USED TO COMMIT A CRIME OR TO ENGAGE IN ILLEGAL DISCRIMINATION OR HARASSMENT OF AN OFFENDER. ANY PERSON WHO USES INFORMATION DISCLOSED PURSUANT TO M.G.L.C.6, §§178C-178P FOR SUCH PURPOSES SHALL BE PUNISHED BY NOT MORE THAN TWO AND ONE HALF (2 ½) YEARS IN A HOUSE OF CORRECTION OR BY A FINE OF NOT MORE THAN ONE THOUSAND DOLLARS (\$1000.00) OR BOTH (M.G.L.C.6, §178N). IN ADDITION, ANY PERSON WHO USES REGISTRY INFORMATION TO THREATEN TO COMMIT A CRIME MAY BE PUNISHED BY A FINE OF NOT MORE THAN ONE HUNDRED DOLLARS (\$100.00) OR BY IMPRISONMENT FOR NOT MORE THAN SIX (6) MONTHS (M.G.L.C. 275, §4).



Volunteer Policy Guide

Ray & Joan Kroc Corps Community Center

The Salvation Army (or the "Army") recognizes that the time and commitment given by volunteers is essential to its success. Volunteers enhance the effectiveness of the Army's programs throughout the Massachusetts Division. Please use the following as a guide to the policies and procedures that have been put in place in order to protect The Salvation Army, volunteers, Officers, employees and the people the Army serves.

Volunteer – any individual or group member who provides any service for and on behalf of The Salvation Army without compensation or benefit. This Includes Corps members (i.e. Sunday School teachers or troop leaders etc.). Community Service Individuals also fall into this category and should also be treated as volunteers.

- The approach and process used to recruit volunteers should be as careful and deliberate as the process used when recruiting new employees for paid positions.
- Clients who receive the Army's services should never be recruited or used as volunteers in exchange for those services. As per National policy "social services participants may not be required or permitted to perform work without compensation in order to obtain services, nor allowed to work for The Salvation Army in any way without compensation."
- Employees responsible for directly supervising volunteers are responsible for interviewing volunteer applicants, checking their references and ensuring all paperwork required for a criminal background check on the applicant is complete. This should be forwarded to DHQ for processing. All individual volunteers 14 years old and over are required to undergo a background check and a territorial registry check before volunteering.
- The criminal background and territorial registry check will be completed at DHQ and should take 3-5 business days. Social security numbers are required in order to run a background check.
- Volunteer organized groups (corporate, church, school, college) are required to complete a group liability form before serving as Army volunteers. The form should be completed by the group's leader and should be collected prior to date when the group begins to work on the project. **Background checks are not required for volunteer groups.**
- Youth under the age of 18 who wish to volunteer with The Salvation Army and are not part of an organized group are required to have written parental permission. A parent or guardian will be asked to chaperone any youth volunteers under the age of 14. The following student-to-chaperone ratios are typically observed for youth groups:
 - 3:1 ratio for elementary students
 - 5:1 ratio for junior high/middle school students
 - 10:1 ratio for high school students

Volunteer Expectations

Local Corps or Service Units will strive to provide volunteers with the following:

- An opportunity to participate in meaningful work helping those in need.
- Orientation, training and supervision throughout the duration of the volunteer activity.
- Working relationships rooted in mutual respect and kindness by every member of the organization.
- An informative and collaborative work environment where questions are welcomed and regular exchange of constructive input and feedback is encouraged.
- A commitment by Salvation Army staff to use volunteers' time efficiently and effectively.
- Ongoing recognition. Volunteers should be acknowledged and appreciated for their valuable contribution.

Harassment Policy

The Salvation Army promotes a positive work environment for employees and volunteers alike. Verbal attacks or physical contact by any employee or volunteer that is intended to harass another employee or volunteer, disrupt or interfere with another's work performance or create an intimidating, offensive or hostile work environment will not be tolerated. All forms of harassment, including sexual harassment, are strictly prohibited and should be reported using the Grievance Policy below.

Grievance Policy

The Salvation Army aims to maintain a work atmosphere free of discrimination and harassment. Any volunteer who experiences harassment or believes he or she has been treated in a discriminatory manner should immediately report the incident to their supervisor. If the grievance involves the volunteer's supervisor, the grievance should be filed with the Chief Operations Executive and Administrators. Complaints will be kept confidential to the maximum extent possible.

Chain of Command; Resolution of Issues and Conflicts

If a volunteer encounters issues or conflicts that interfere with the completion of work assignments or that otherwise undermine the Army's service to those in need, the volunteer is encouraged to resolve them through discussion using the following chain of command:

First:	Department Head/Manager
Second:	Chief Operations Executive
Third:	Administrators

Corrective Processes, Dismissals and Appeals

Disciplinary Procedures

When a volunteer's failure to adhere to the requirements and expectations described in this Policy Guide require a disciplinary response, the following corrective measures will generally be taken.

1. Verbal warning identifying the inappropriate or incorrect actions taken by the volunteer as well as alternative actions that should have been taken under the circumstances.
2. Written warning identifying the same information described in the previous disciplinary measure.
3. Written warning similar in form and content to the previous disciplinary measure along with the imposition of probation, suspension or termination.

***Note**, in the event a volunteer's undisputed actions represent an extreme departure from the requirements and expectations described in this Policy Guide—particularly when such actions are unlawful or create a serious risk to the safety or security of others—The Salvation Army reserves the right to immediately terminate the volunteer's work assignment and to dismiss the volunteer from further participation in the project.

The following list identifies, without limitation, the types of conduct that are considered grounds for disciplinary action, up to and including termination of a volunteer.

- Not adhering to the scheduled time commitment
- Excessive absenteeism or lateness
- Entering restricted areas or leaving assigned work areas while on duty without authorization
- Abuse of dress code
- Failure to adhere to The Salvation Army's policies and procedures applicable to volunteers (which are identified in the Volunteer Manual)
- Failure to attend volunteer trainings and meetings
- Failure to follow the chain-of-command

The following list identifies, without limitation, the types of conduct that are considered grounds for immediate termination of a volunteer.

- Gross misconduct or flagrant insubordination
- Disorderly conduct
- Harassment
- Reporting to a volunteer work assignment under the influence of alcohol or drugs
- Theft or misuse of Salvation Army funds or property
- Foul or abusive language or behavior directed towards the service population, other volunteers or staff
- Contact with a minor without proper training and background check screening
- Releasing or disclosing of confidential information obtained in connection a volunteer's work assignment.
- Unauthorized and/or inappropriate use of Salvation Army computers and network
- Inappropriate use of social media applied in connection a volunteer's work assignment

Appeal of a Decision to Dismiss

A decision to terminate and dismiss a volunteer's service with The Salvation Army may be appealed for up to 10 business days following the dismissal. Appeals must be in writing, signed by the appealing volunteer and delivered to the Kroc Administrator. Appeals should outline the volunteer's rationale for why the decision to terminate and dismiss is not the appropriate disciplinary measure under the circumstances. Any pertinent information that the volunteer believes to support his or her appeal should be included. Greater weight will be given to objectively verifiable facts supporting the volunteer's rationale. The Kroc Administrator will determine the steps necessary to review the decision on a case by case basis and will determine if the decision to dismiss will stand or be overturned. The final decision will be reported to the volunteer in writing.

Volunteer Policy Statement

It is the official policy of The Salvation Army to solicit volunteers in a manner consistent with the charitable purposes and objectives for which it is formed and to that end, to enlist and utilize the help of volunteers without discrimination on the basis of race, religion, ancestry, national origin, sexual orientation, or sex; and will comply with all federal, state and local anti-discrimination laws.

Contact:

Makayla Garrett, Administrative Assistant

Office: 617-318-6920

E-mail: Makayla.Garrett@usa.salvationarmy.org

CONFIDENTIAL

THE SALVATION ARMY

STATEMENT OF VOLUNTEERS
(SALVATIONISTS AND NON-SALVATIONISTS) FOR WORK WITH CHILDREN *

This statement will be completed by all applicants for volunteer work for any position involving the supervision or custody of children (under 18 years of age) or for any position in which the applicant is in any way involved with children. The completion of the statement will help to assure The Salvation Army that it will provide a safe and secure environment to those children who participate in its programs and who use its facilities.

Personal Information

Name _____
Last First Middle

Present Address _____
Number Street City State Zip

Home Phone () _____

Social Security No. _____

Present Church _____

Minister of Church _____

Other Churches attended regularly during the past ten years: _____

Education or training for work with children (List formal education courses and on the job training participated in, identifying the institution.) _____

Personal References (not relatives)

Name _____ Name _____

Address _____ Address _____

Telephone # _____ Telephone # _____

All prior work with children (List the church or other organization conducting the program, the name of the immediate supervisor and, if known, the name, address and telephone number of any individual now involved in the program.) _____

**For purposes of this Statement, the words "child" and "children" mean individuals below the age of 18 years.*

STATEMENT OF VOLUNTEERS
(SALVATIONISTS AND NON-SALVATIONISTS)
FOR WORK WITH CHILDREN

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Statement

As the applicant described above, I do hereby represent to The Salvation Army, with the understanding that The Salvation Army will rely upon the information provided in considering my application for work with children, that the foregoing information and following statements are true:

1. In my prior volunteer work I have never used a name other than that set forth above.
2. I understand the essential duties of my position in connection with the working with children in the programs of The Salvation Army. I am able to perform those essential job duties with no accommodation except as follows: _____
3. I have never been accused of abuse of a child or of actual or attempted sexual molestation of a child, either in a program for children or otherwise.

If the foregoing statement is not true, please describe the circumstances of the accusation and the outcome: _____

4. I have never been arrested as a result of a charge of child abuse or of actual or attempted sexual molestation of a child.
5. I have never been convicted of child abuse or a crime involving actual or attempted sexual molestation of a child.
6. I authorize any of the churches or other organizations and their representatives and my personal references listed above to give to The Salvation Army any information they may have regarding my character and fitness for work with children. I release all such organizations and individuals from any liability that may result from their furnishing such information to The Salvation Army. I waive any right that I may have to inspect any records containing such information.
7. I am aware that The Salvation Army is a branch of the Christian Church. I agree that I will conduct myself in my work with children in a way which is consistent with the religious and charitable policies and principles of The Salvation Army.
8. Having provided the foregoing information and having affirmed the foregoing statements are true, I recognize that any false information or statements are punishable under the laws relating to perjury.

Applicant

Date _____ 20____

Signature of Witness

Name _____
Please Print

Address _____

City State Zip

STATEMENT OF VOLUNTEERS (SALVATIONISTS AND NON-SALVATIONISTS)
FOR WORK WITH CHILDREN

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(The remaining sections are to be completed by Salvation Army personnel)

1. All references identified above have been contacted and

- ☐ There were no reports of misconduct involving children; or
- ☐ Misconduct involving children was reported – applicant is not approved for work with children and name has been reported to headquarters for inclusion in the Territorial Registry

Immediate Supervising Officer

Date

2. Applicant's name has been checked in the Territorial Registry and

- ☐ The applicant's name did not appear in the Territorial Registry; or
- ☐ The applicant's name appeared in the Territorial Registry – applicant is not approved for work with children

Responsible Officer at THQ/DHQ/
SFOT/ROR/ARC

Date

3. Applicant's name has been checked in available State data bases and

- ☐ There were no reports of misconduct involving children; or
- ☐ Misconduct involving children was reported – applicant is not approved for work with children and name has been reported to the Field Secretary for in the Territorial Registry

Responsible Officer at THQ/DHQ/
SFOT/ROR/ARC

Date

4. * Prior accusations of abuse have been investigated and

- ☐ There was no reasonable suspicion of abuse; or
- ☐ There was reasonable suspicion of abuse – applicant is not approved or work with children and name has been reported to headquarters for inclusion in the Territorial Registry.

Immediate Supervising Officer

Date

* To be completed only if applicant reports an accusation in response to Item #3 of Statement.

Rev, 2/03 CC



Non-Disclosure Agreement

A large part of the work of many Salvation Army employees involves personal and private information. Such information either discussed or incorporated in written records or computer files must be treated confidentially. It is the property of The Salvation Army and is not to be released without proper authorization. What comes to you as part of your work is not to be discussed with other employees or anyone else, other than those to whom you are responsible in your work. Violation of this confidentiality provision shall be grounds for disciplinary action, up to and including immediate discharge.

People who seek assistance from The Salvation Army when they have a need for services must trust that The Salvation Army will maintain all personal information in strict confidence.

The requirement of maintaining confidentiality extends to all Salvation Army officers, employees, and volunteers. The Salvation Army, its officers, employees and volunteers shall maintain all such confidential information in compliance with Salvation Army policies and procedures and will comply with all applicable state and federal statutes and regulations.

The requirement of confidentiality applies to The Salvation Army as an organization, not only to an individual service provider, since client information is normally shared internally for legitimate purposes of training.

Requirements of confidentiality and how these are carried forward in The Salvation Army are addressed during the orientation of each new employee, advisory organization member, and other volunteers. As a general principle, no information about the Salvation Army's financials, donors, employees or individuals receiving Salvation Army services will be disclosed outside of the organization except when informed written consent has been obtained or is ordered by a court of competent jurisdiction.

Requirements of The Salvation Army's Confidentiality Policy and individual agreement to comply:

1. I agree to access, view, and/or print only the information that is necessary to perform my position requirements. I agree not to access, view or print any Salvation Army personnel records that are not relevant to my position and if any confidential information is provided or accessible, I will not discuss it with other employees or anyone else, other than those to whom I am responsible in my position.
2. I agree to not share my username and password with any other individual. If an authorized computer technician is required to use my username and password for services to my computer, I will immediately change the password following the completion of the services by the technician.
3. Massachusetts Law requires that we protect all personal information both in written, hard copy form and electronic form. A separate policy has been defined for covering these requirements. Please review the "Information Security Policy." By signing the non-disclosure agreement, you are indicating you received a copy of the policy and abide by the requirements therein.
4. I agree to place all written documents from or about officers, employees, volunteers and beneficiaries/clients in a secure place and to lock my computer terminal when leaving my desk area. Any personally identifiable information will be kept in a secure place and only accessed when required to perform my position requirements.



Non-Disclosure Agreement

5. I agree to not engage in unnecessary or inappropriate conversations regarding officers, employees, volunteers, donors or any beneficiary/client being served by The Salvation Army. The conduct of each of these individuals will only be discussed with other appropriate Salvation Army personnel.
6. I agree not to disclose that an individual is or has been a participant in a Salvation Army social service or community service program to any individual or agency outside of The Salvation Army, except when the beneficiary/client has stated in writing and signed the official "Authorization for Release of Information Form" and then only to the extent necessary or as ordered by a court of competent jurisdiction.
7. I understand that the records and related documents about beneficiaries/clients are the responsibility of The Salvation Army. Any request by a law enforcement agency or court, including subpoenas, must be served to a Salvation Army Officer or other authorized individual, who will respond as required by The Salvation Army policy.

Employee Signature

Print Name

Corps or Other SA Unit Name

Date