



Taking children from crisis to new creation.

### VOLUNTEER APPLICATION

Today's Date: \_\_\_\_\_

#### PERSONAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### AVAILABILITY

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sunday

Seasonal notes on availability:

\_\_\_\_\_  
\_\_\_\_\_

#### CHARACTER REFERENCES

Reference #1 Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Reference #2 Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_



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#### EMERGENCY CONTACT INFORMATION

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Work/Alternative Phone: (\_\_\_\_\_) \_\_\_\_\_

#### HEALTH INSURANCE INFORMATION

Doctor Name: \_\_\_\_\_ Insurance Name \_\_\_\_\_

ID Number: \_\_\_\_\_

Medical conditions pertinent to volunteering: \_\_\_\_\_

\_\_\_\_\_

#### SPIRITUAL LIFE

How long have you been a Christian?

Are you a member of a church? If so, where? If so, what role(s) do you play in the church?

Please describe your current spiritual life. What role does God/Jesus/Holy Spirit presently play in your life?



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What motivates you to volunteer at Still Creek Ranch?

Please indicate the areas of the ranch below in which you feel you would most be interested in serving:

- Still Creek Ranch - Office (for example: administrative duties)
- Still Creek Ranch - Arena (for example: helping students at the arena)
- Still Creek Ranch - Barn Chores
- Still Creek Ranch - Facilities (for example: helping mow, repairs around the ranch)
- Still Creek Academy - Cafeteria (for example: lunch preparation, meal serving)
- Still Creek Academy - School (for example: tutoring, substitute teaching)

Please list any additional areas of volunteering interest (if they are not listed above) as they relate to your passions/gifts/talents:

List any prior experience(s) that might be relevant to the work at Still Creek Ranch.



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### Code of Conduct 2020-2021

I will abide by the policies of Still Creek Ranch/Still Creek Christian Academy by providing direct care and supervision to the residents/students.

I will abide by the policy of social distancing, frequent handwashing and wearing a mask when social distancing is not possible.

I will abide by the Rule Of Three. This refers to a minimum number of people expected when an adult is with a child in a personal/private area at Still Creek Ranch. There must be either two adults and one child or one adult and two children. No mentor/intern/volunteer will be in a closed door, one on one scenario with our children.

I will abide by the policy of not allowing a child to use a personal computing device (including a phone). I will not allow a child to navigate a device without prior permission of houseparents.

I will abide by the policy of not giving food, drink, reading materials or other tangible items directly to a child. All materials must be approved through the houseparent prior to offering to a child.

I fully understand that the purpose of volunteering is to be used by God to serve the children and staff at Still Creek Ranch. I fully understand the expectation is to use words, behaviors and actions that represent a Biblical worldview of relationships and attitudes.

I hereby pledge to maintain the confidentiality of all residents/students in the care of Still Creek Ranch/Still Creek Christian Academy.

I will not abuse any resident/student in the care of Still Creek Ranch/Still Creek Christian Academy in any manner.

I will not bring or will not be under the influence of any alcoholic beverage, mind altering substance or illegal drugs while volunteering at Still Creek Ranch/Still Creek Christian School.



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Volunteer Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

### VOLUNTEERS CONFIDENTIALITY AGREEMENT

- I. **Purpose.** Volunteers at Still Creek Ranch & Still Creek Christian Academy may encounter personal and sensitive information about our residents, community kids, and staff. The purpose of the Confidentiality Agreement is to protect their identity and privacy.
- II. **Confidential Information.** Confidential information including files and/or documents should never be discussed, shared or released to a third party. Confidential information includes, but is not limited to, the following:
1. Identifying information about our residents, community kids and staff, including name, phone number, *or any of the residents' addresses*;
    - i Freedom, Glory Inn, Promise Land, Hope House, Second Chance and New Beginnings House
    - ii This also includes any location, including neighborhood or subdivision, or operational information relating to this property, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.
  2. Information relating to residents, community kids and staff family members.
  3. Information about abuse, trauma, and/or persecution experienced by the resident, community kids or staff; and
  4. No pictures of residents are allowed.
- III. **Terms.** By signing this Confidentiality Agreement, you agree to the highest ethical standards and to abide by the following provisions.
1. All communication between Still Creek Ranch & Still Creek Christian Academy volunteers, residents, community kids and staff is confidential.
  2. The Volunteer, Intern or Mentor shall not disclose confidential information to a third party without Still Creek Ranch & Still Creek Christian Academy's knowledge or consent.
  3. I understand that as a Volunteer, Intern or Mentor I have a duty to keep the information of residents, community kids and staff confidential throughout my term as well as after my status ends.
  4. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in the termination of my participation at Still Creek Ranch & Still Creek Christian Academy.

I, \_\_\_\_\_ (print name), have read the above Confidentiality Agreement and understand its terms and my responsibilities as a

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volunteer. \_\_\_\_\_

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

I fully understand that my volunteer status with Still Creek Ranch/Still Creek Christian Academy will be terminated for violation of these policies.

Volunteer Name:

\_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

# STILL CREEK

## NOTICE AND ACKNOWLEDGMENT

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

### NOTICE REGARDING BACKGROUND INVESTIGATION

Still Creek Ranch ("the Company") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Global HR Research, 9530 Marketplace Road, Suite 301, Fort Myers, FL 33912, Office: (239) 274-0048, Toll Free: 1-800-790-1205, website: [www.globalhrresearch.com](http://www.globalhrresearch.com) or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing Still Creek Ranch to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report.

Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that the Company has not maintained secured records is available to you upon request.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

### ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Global HR Research, another outside organization acting on behalf of Still Creek Ranch, and/or Still Creek Ranch itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

x \_\_\_\_\_  
DATE

x \_\_\_\_\_  
PRINT NAME

x \_\_\_\_\_  
SIGNATURE OF EMPLOYEE OR PROSPECTIVE EMPLOYEE

x \_\_\_\_\_  
SOCIAL SECURITY NUMBER

x \_\_\_\_\_  
Date of Birth (For Background Purposes Only)

\_\_\_\_\_  
Drivers License Number State

**Still Creek Ranch needs the date, your Full Name, Signature, Social Security #, and Date of Birth in order to run the background check. Please list which states you have lived in, but you do not need to list specific street addresses.**

Current Address:

**State:**

Previous Addresses (Last 7 years):

**State(s):**

Any other names I have been known by (including maiden name): **(Please complete if applicable)**