



Ronald McDonald
House Charities®
Memphis

VOLUNTEER SERVICE APPLICATION



NAME

CURRENT ADDRESS

CITY STATE ZIP CODE

BEST NUMBER(S) FOR CONTACT

E-MAIL ADDRESS

PLACE OF EMPLOYMENT

EMERGENCY CONTACT

IN CASE OF EMERGENCY, NOTIFY

RELATIONSHIP

BEST NUMBER(S) FOR CONTACT

**You must be at least 16 years old to apply
as a special event volunteer**

**You must be at least 18 years old to apply as a house volunteer. Also,
you must fill out the attached background check and 2 references**

VOLUNTEER OPPORTUNITIES Please check all that apply

☐ **HOUSE VOLUNTEER** Monthly 4 hour shifts

AVAILABILITY

TIME SLOT DESIRED	<input type="checkbox"/> 9 A.M. – 1 P.M.	<input type="checkbox"/> 1 P.M. – 5 P.M.	<input type="checkbox"/> 5 P.M. – 9 P.M.				
DAYS AVAILABLE	<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> TH	<input type="checkbox"/> F	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN
DO YOU PREFER TO VOLUNTEER	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Every other week	<input type="checkbox"/> As Needed			

☐ **SPECIAL EVENTS VOLUNTEER** Please check all the events you would like to participate in

<input type="checkbox"/> C.A.M.P. WISHING WELL (Spring)	March 26-30, 2018	Ronald McDonald House
<input type="checkbox"/> SOUTHERN HOT WING FESTIVAL	April 21, 2018	Tiger Lane, Fairgrounds
<input type="checkbox"/> C.A.M.P. WISHING WELL (Summer)	June 11-15, 2018	Ronald McDonald House
<input type="checkbox"/> CLAYS FOR KIDS	September 28-29, 2018	Avon Acres and MSSA
<input type="checkbox"/> RONALD MCDONALD HOUSE® RADIOTHON	November 2, 2018	Ronald McDonald House

SKILLS

DO YOU SPEAK A FOREIGN LANGUAGE FLUENTLY? If so, what language? _____

DO YOU HAVE ANY OF THE FOLLOWING SKILLS OR TALENTS? (Check all that apply)

- | | | | |
|----------------------------------------------------------|------------------------------------------|---------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Secretarial/
Clerical Skills | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Handyman/
Carpentry | <input type="checkbox"/> Cooking/
Catering |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Art or Graphic
design | <input type="checkbox"/> Public Relations/
Writing |
| <input type="checkbox"/> IT | <input type="checkbox"/> Computers | | |

WHAT INTERESTED YOU ABOUT VOLUNTEERING AT RONALD MCDONALD HOUSE® OF MEMPHIS?

What would you like to gain from your volunteering experience?



CONFIDENTIALITY AGREEMENT

I agree to treat any information pertaining to the families, staff, or volunteers of Ronald McDonald House® as personal and confidential. Ronald McDonald House® volunteers have an ethical responsibility to protect the privacy of our residents and staff.

I also certify the information contained in this application to be true and correct to the best of my knowledge. I give consent to my current and previous employers and persons given as references to respond to verbal or written requests for further information.

SIGNATURE _____ DATE _____

Please return to:

Ronald McDonald House of Memphis

535 Alabama Avenue, Memphis, TN 38105

Phone: (901) 529-4055 | Email: volunteers@rmhc-memphis.org

_____ If you are applying to be a **special event volunteer**, please stop here. _____
To be a **house volunteer**, please continue with the next 3 pages (credit report and 2 references).



**ON BEHALF OF THE FAMILIES
OF RONALD MCDONALD
HOUSE® OF MEMPHIS, WE
THANK YOU FOR YOUR
SUPPORT!**



OFFICE USE ONLY

DATE REC'D _____
APPROVED _____
ORIENTATION DATE _____
SHIFT _____
START DATE _____



DISCLOSURE AND AUTHORIZATION

Through this document, it is being disclosed to me and I understand that a report may be prepared about me as part of my employment and/or continued employment (this includes volunteers and contracts for service). This report may include information as to your character, general-reputation, personal characteristics, and mode of living.

I authorize Ronald McDonald House® of Memphis to procure a report from Data Facts, Inc. and its agents to retrieve necessary information and prepare such report. If an Investigative report is procured then "A Summary of Your Rights under the Reporting Act" will be provided to you at the time you receive this disclosure and authorization. I understand that my consent will apply throughout my employment, to the extent permitted by law.

I may request a copy of any report that is prepared regarding me and "A Summary of Your Rights, under the Reporting Act". I may also request the nature and substance of all information about me contained in the files of the consumer reporting agency. I understand I have a right to inspect those files with reasonable notice during regular business hours. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required and I should direct my request to: Data Facts, Inc. 8520 Macon Rd, Ste 2, Cordova, TN 38018 (800) 264-4110, (901) 685-7599.

May your current employer be contacted? ☐ Yes ☐ No ☐ Not currently employed ☐ Post hire only

California - Are you employed in, seeking employment in or a resident of CA? ☐ Yes ☐ No

California, Minnesota, or Oklahoma - Are you employed in, seeking employment in or a resident of one of these states? If so, do you wish to receive a copy of any Consumer Report of which you are the subject of? ☐ Yes ☐ No

Maine and New York - You have the right, upon request, to be informed of whether a Consumer Report about you was requested by the above name company.

SIGNATURE _____ DATE _____

-The following is for identification purposes (to perform the background check and will not be used for any other purpose)-

NAME

First Name

Middle Name

Last Name

DRIVERS LICENSE# _____ STATE ISSUED _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

CURRENT ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ COUNTY _____ LENGTH AT ADDRESS _____

PREVIOUS ADDRESS - list any counties, cities, states you have lived in the previous 7 years

OTHER NAMES - list any other last names you have used in the previous 7 years

EDUCATION - list any other last name under which you received your GED, High School Diploma or other academic credentials

REFERENCE QUESTIONNAIRE

has applied for a volunteer position at Ronald McDonald House® of Memphis. Ronald McDonald House® of Memphis keeps families close while their child is receiving treatment for cancer or another catastrophic illness at St. Jude Children's Research Hospital. All families stay completely free of charge.

Please take the time to complete this brief questionnaire and return to:



**RONALD MCDONALD HOUSE®
OF MEMPHIS**

535 Alabama Avenue
Memphis, TN 38105
Fax: (901) 523-0315
Phone: (901) 529-4055
Email: volunteers@rmhc-memphis.org



_____ This information will remain confidential _____

YOUR NAME _____

PHONE NUMBER _____ E-MAIL _____

WHAT IS YOUR RELATIONSHIP WITH THE APPLICANT? ☐ Friend ☐ Co-Worker ☐ Employee
☐ Other (please indicate) _____

HOW LONG HAVE YOU KNOWN THE APPLICANT? _____

PLEASE SELECT THE NUMBER
YOU FEEL BEST DESCRIBES
THE APPLICANT
with (1) being LEAST
ADEQUATE and (5) being
EXCEPTIONAL

- | | | | | | | | |
|----------|-------------------------------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------------|
| 1 | Ability to work independently without supervision | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="radio"/> UNKNOWN |
| 2 | Ability to keep information confidential | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="radio"/> UNKNOWN |
| 3 | Ability to work well or get along well with others | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="radio"/> UNKNOWN |
| 4 | Able to be on time and report to shift as assigned | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="radio"/> UNKNOWN |
| 5 | Able to work well and get along with children and teenagers | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 | <input type="radio"/> 4 | <input type="radio"/> 5 | <input type="radio"/> UNKNOWN |

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YOU FEEL BEST DESCRIBES
THE APPLICANT
with (1) being LEAST
ADEQUATE and (5) being
EXCEPTIONAL

- 1 Ability to work independently without supervision
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ UNKNOWN
- 2 Ability to keep information confidential
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ UNKNOWN
- 3 Ability to work well or get along well with others
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ UNKNOWN
- 4 Able to be on time and report to shift as assigned
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ UNKNOWN
- 5 Able to work well and get along with children and teenagers
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ UNKNOWN