



VOLUNTEER APPLICATION AND REGISTRATION

Volunteer Program

				Location	
Please Print or Type				Date Application Received	
Name Last		First		Middle	
				Maiden Name or other Names Known by	
Address		City		State Zip Code	
Home Phone		Business/School Phone		Other Phone	
				E-mail Address (Optional)	
Employer/School		Address		City State Zip Code	
Occupation/Major					
ID CARD AND SECURITY CLEARANCE INFORMATION					
Age		Date of Birth (Month, Day, Year)		Place of Birth	
				Citizenship	
Race		Height		Weight	
				Hair Color	
				Eye Color	
				Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No State:		Driver's License Number or other Appropriate I.D. Number, If Applicant does not Drive			

Assignment and type of service you wish to provide:

Program/Group Name: _____

Individual Volunteer

Group Volunteer

Staff Assistance

Religious

Support/Clerical

Drug/Alcohol

Academic/Vocational

Cultural/Ethnic

Health Service

Advisory/Screening

Recreation

Community Reintegration

Professional Services

Other: _____

Other: _____

If you are applying to provide a professional service (e.g., legal, medical, etc.), please cite your credentials, such as certification, license, etc.

When would you be able to provide volunteer services?

On call Regularly SUN M T W TH F S For _____ days a month

From _____ (time) to _____ (time)

Beginning _____ (date) until _____ (date)

Do you have any special knowledge about the criminal justice system or this assignment that you gained through education or experience? If yes, please list by date, giving the name of your supervisor or instructor, his/her phone number, and a brief description of your prior work experience.

Please give references (adult – not related to you)

Name	Telephone Number
Address	City State Zip Code
Name	Telephone Number
Address	City State Zip Code

Do you have a relationship (e.g., father, wife, friend, etc.) with or are you on the visiting list of any person currently under the custody and/or DOC supervision? Yes No

If yes, please explain the nature of the relationship and give the name of the person and assigned location.

Are you currently volunteering at any other correctional agency? Yes No

If yes, name of agency _____ Supervisor _____

For which locations are you currently applying?

Qualified applicants receive consideration without discrimination based on marital status, race, color, creed, national origin, age, or the presence of a non-service related handicap.

PLEASE NOTE: In signing this application, an applicant agrees to the following conditions of acceptance as a volunteer:

- A. To be 18 years of age or older and submit proof of age, if required.
- B. To submit proof of credentials when providing professional services.
- C. To be fingerprinted, if required.
- D. To be in possession of a valid driver's license, if required.
- E. To meet attendance and performance commitments.
- F. To receive no monetary compensation for his/her services, except as provided to volunteer interns.
- G. To complete mandatory volunteer orientation and site specific orientation, and other training as required.
- H. To conform to other DOC policies, regulations, and instructions.

Please read carefully before you sign this application. False statements on this application will be sufficient cause for termination.

Please also fill out **DOC 03-031 Criminal Disclosure** and sign as part of the Volunteer Application process.

Signature of Applicant	Date
Signature of Sponsor	Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.

FOR DEPARTMENT USE		
Application Screened by	Title	Date
Applicant Interviewed by	Title	Date
Orientation Conducted by	Title	Date
Proof of Identity Shown Date	Method of Proof	
Reference Check Results		
Security Check Results	Date	System Used
Fingerprinted (For those with Access to Offender Files)		Date
Proof of Professional Credentials Submitted		Date
Applicant Approved by	Title	Date

TO BE COMPLETED IF THE VOLUNTEER WOULD BE DRIVING AS PART OF THEIR ACTIVITY	
Proof of Valid Driver's License	Date
Proof of Liability Coverage	Date

Assignment	Location	Staff Supervisor
Volunteer I.D. Number	Date Issued	Date Returned
Date Inactivated	Reason for Inactivation	
Inactivation Requested by (Name)		Title
Inactivation Authorized by (Name)		Title

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