

# Volunteer Service Form

*Having gifts that differ according to the grace given to us, let us use them.  
Romans 12:6*

**W**elcome! Please take a moment to read some special information about volunteer service in the Baptist Convention of Maryland/Delaware.

First, thank you for considering volunteer service! Please know that your special gifts are appreciated. Coordinating the use of volunteers is a challenging, but rewarding task. Our Convention could not function without the support and commitment of volunteers. This form helps us to make the best use of our volunteers. Thanks for taking just a few minutes to complete it.

**Part 1A: Personal Information.** Each volunteer is asked to complete Part 1 of this form. This information is kept on file and used to coordinate our use of volunteers.

**Part 1B: Volunteer Authorization Form.** Volunteers over the age of 18 must complete this part.

**Part 2: For Volunteer Drivers.** Each volunteer who will serve as a driver must complete this section.

**Part 3: For Volunteers Who Work With Minors.** Each volunteer who works with minors must complete Part 3 and the Volunteer Authorization Form (if 18 years of age or older).

**Volunteer's Statement.** Please read carefully and sign this release.

Questions concerning any part of this form should be directed to the Comptroller's Office, Baptist Convention of Maryland/Delaware, 800.466.5290, extension 207.

Again, thanks for your help and partnership!

# Part 1A

## Personal Information

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

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Daytime phone, if different than home ( ) \_\_\_\_\_

Birthdate \_\_\_\_\_ Occupation \_\_\_\_\_

When would you be available to begin? \_\_\_\_\_ Minimum length of commitment \_\_\_\_\_

Church membership at what church? \_\_\_\_\_ Association \_\_\_\_\_

For how long? \_\_\_\_\_ Years \_\_\_\_\_ Months

If less than one year, where else have you been a member and for how long? \_\_\_\_\_

In what capacity do you desire to offer your services as a volunteer with the Convention?

Have you ever been indicted for, convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? (A criminal conviction will not necessarily disqualify you from consideration.)

No  Yes (Please explain fully on an additional sheet)

Do you have any history of alcohol or drug abuse?

No  Yes (Please specify.) \_\_\_\_\_

Have you made a profession of faith in Christ?  No  Yes

### Training, Experience, Professional Certifications, or Licenses

4. List any additional training or experience you have had that qualifies you for this volunteer position, including any professional license or certification. Attach a separate page to write any additional comments you would like to make about your background.

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## Part 1B

# Volunteer Authorization Form

## Background Investigation Consent

(For volunteers 18 years of age and older)

**Instructions:** Insert volunteer's name in first blank below. Applicant should complete all relevant information and sign and date form.

I, \_\_\_\_\_, hereby authorize the Baptist Convention of Maryland/Delaware, Inc., and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations, and all public records for the purpose of confirming information contained on my application and/or obtaining other information that may be material to my qualifications for volunteering with the Baptist Convention of Maryland/Delaware, Inc.

I release the Baptist Convention of Maryland/Delaware, Inc., and/or its agents, and any person or entity that provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits regarding information obtained from any and all of the above-referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

PLEASE PRINT (To be completed, signed, and dated by volunteer)

Last Name	First Name	Middle Name
Maiden Name or Other Names Used		
Present Address, City, State, Zip	How long at present address?	
Former Address, City, State, Zip	How long at former address?	
Social Security #	Date of Birth (mo/day/yr)	
Driver's License #	State of License	

Signature of Volunteer

Date

## Part 2 Driving Information — confidential —

(Please attach a copy of your driver's license to this form.)

**Key Point.** Clearance must be obtained from the Convention's insurance carrier before you drive any Convention vehicle. Check with the BCM/D Comptroller's office.

1. Driver's license number \_\_\_\_\_ 2. State of issue \_\_\_\_\_
3. Expiration date \_\_\_\_\_ 4. Birthdate \_\_\_\_\_
5. Type of license:     operator     commercial     chauffeur     other \_\_\_\_\_
6. Do you have any restrictions on your driver's license?  
 No         Yes (Please specify.) \_\_\_\_\_
7. Have you been involved in any motor vehicle accidents while driving during the past five years?  
 No         Yes (Please list the question number and describe each accident on a separate sheet.)
8. Have you been convicted of any moving violations during the past five years?  
 No         Yes (Please list the question number and describe each conviction on a separate sheet.)
9. Do you carry liability insurance on your automobile?  
 No (Do NOT drive as a volunteer. All volunteer drivers MUST have liability insurance coverage.)  
 Yes        Name of insurance company \_\_\_\_\_  
*(Please attach a certificate of insurance)*

*I represent that each of my responses is truthful and accurate. I agree to notify the Convention within a reasonable time of any changes in the above information.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Part 3

# Providing A Safe Environment

— confidential —

1. Are you 18 years of age or older?       Yes       No
  
2. Have you ever been indicted for, pled guilty to, or convicted of an offense involving a minor?  
 No       Yes (please list the question number and explain fully on an additional sheet)
  
3. Were you a victim of abuse or molestation as a minor?    No       Yes  
*(If you prefer, you may refuse to answer this question. Or, you may discuss your answer in confidence with one of the ministers rather than answering it on this form. Answering yes or leaving the question unanswered will not automatically disqualify you.)*

## Volunteer's Statement—Read Carefully!

In consideration of the receipt and evaluation of this application by the Convention, I agree and represent that the information contained in any part of this application is correct to the best of my knowledge.

I authorize any references, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for volunteer service. I hereby release any individual church, denominational agency or official, reference, or any other person or organization, including record custodians, both collectively and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding release which I have read and understand. I understand that I may consult with an attorney before signing this document. A facsimile or photocopy of this authorization shall be as valid as the original. I further understand that a criminal records check may be conducted on me, and I consent to any such check.

I waive any right that I may have to inspect any information provided about me by any person or organization described above.

**I have read and understand the above provisions, and agree to them.**

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Signature

Date