



# Individual Volunteer Questionnaire and Release Form

### PERSONAL INFORMATION *Please print clearly. All information is required. All information is confidential.*

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

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

Home/Cell #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### EDUCATION

Degree(s) Earned: \_\_\_\_\_

Institution(s) \_\_\_\_\_

### EMPLOYMENT

Do you currently work? YES \_\_\_ NO \_\_\_ Your Profession: \_\_\_\_\_

Please list last 2 jobs:

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_ Length Employed \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_ Length Employed \_\_\_\_\_

### FAMILY

You live with? Spouse \_\_\_ Partner \_\_\_ Friend \_\_\_ Alone \_\_\_ Others \_\_\_

Is your Spouse (if applicable) willing to participate in the events organized by Mater Filiius? YES \_\_\_ NO \_\_\_

If Yes: Name of Spouse \_\_\_\_\_

Education/Degree \_\_\_\_\_

Occupation \_\_\_\_\_

Do you have children? YES \_\_\_ NO \_\_\_

If yes: Boys \_\_\_\_\_ Ages \_\_\_\_\_ Girls \_\_\_\_\_ Ages \_\_\_\_\_

### HEALTH

Do you have any illness or health conditions that we should know about? YES \_\_\_ NO \_\_\_

Please list: \_\_\_\_\_

Do you have any limitations that we should know about? YES \_\_\_ NO \_\_\_ Explain \_\_\_\_\_

### RELIGION

Catholic Sacraments Received? Baptism \_\_\_ First Communion \_\_\_ Confirmation \_\_\_

Name of Your Church: \_\_\_\_\_ How long have you attended? \_\_\_\_\_

If you are not Catholic, what religion or discipline do you practice? \_\_\_\_\_



**HELP US TO KNOW**

Please list any previous volunteer/mentoring experience: \_\_\_\_\_  
\_\_\_\_\_

How did you hear about Mater Filius? \_\_\_\_\_

If applicable, please share who recommended you: \_\_\_\_\_

What do you know about Mater Filius? \_\_\_\_\_  
\_\_\_\_\_

Why would you like to volunteer at Mater Filius? \_\_\_\_\_  
\_\_\_\_\_

In which area of Mater Filius would you like to volunteer? Please mark area of interest.

- Directly with babies/children
- Directly with the women we help
- House Operations & Maintenance
- Administrative activities
- Workshops
- Communication activities
- Fundraising activities
- Spiritual activities

In serving Mater Filius, in what area do you think your gifts will be most utilized and why? \_\_\_\_\_  
\_\_\_\_\_

In order to have a healthy relationship with other volunteers one should... \_\_\_\_\_  
\_\_\_\_\_

**MORE ABOUT YOU**

Please describe your personality: \_\_\_\_\_

Please list your abilities: \_\_\_\_\_

Please describe your hobbies: \_\_\_\_\_

What are the values you most admire in life? \_\_\_\_\_

Please list 5 adjectives that best describe you: \_\_\_\_\_

Would you be willing to attend training or courses for your own growth? YES \_\_\_ NO \_\_\_

**AVAILABILITY**

Please indicate the specific time(s) and day(s) you would be willing to be scheduled:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Could you occasionally be available to help us outside the time you indicated above? YES \_\_\_ NO \_\_\_

**REFERENCES:**

Please provide three (3) references who have known you at least one year and can give an objective appraisal of your qualifications for working with vulnerable women, children, youth and families.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Known how long? \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Known how long? \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Known how long? \_\_\_\_\_

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

**BACKGROUND CHECK INFORMATION** *(This information will be kept confidential.)*

**Policy**

Out of concern for the well-being and safety of the families we serve, Mater Filius Colorado Springs performs criminal background checks on adult volunteers. Mater Filius Colorado Springs deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit any person from serving as a volunteer, including one who has been arrested for, convicted of, been on probation for, or received deferred adjudication for any criminal conduct. The right to disqualify applies to any criminal conduct, regardless of whether (a) the criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged, or (b) the criminal charges resulted in a non-conviction such as probation, or (c) the criminal conviction was subsequently expunged from the applicant's record as the result of appropriate legal proceedings.

**Permission**

*I hereby give permission for Mater Filius Colorado Springs to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with this organization. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received. I release and forever discharge and agree to indemnify Mater Filius Colorado Springs, and each of their officers, directors, employees and agents harmless from and against any all causes of action, suits, liabilities, costs, debts, and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have had another local background check performed within the last three years for which I could obtain copies to provide to Mater Filius Colorado Springs:** YES \_\_\_ NO \_\_\_

**If Yes,** please indicate: Organization: \_\_\_\_\_ Approx. Date: \_\_\_\_\_

**If NO,** please complete the following:

Full Legal Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Any previously used names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

How long have you lived in the state of Colorado? \_\_\_\_\_

## VOLUNTEER SKILL SURVEY (Optional)

We are continually finding new ways for our volunteers to help in achieving Mater Filius's mission. Please take a moment to indicate areas in which you have skills and experience that you would be willing to share with us.

### Human Services

- Child Care
  - Child Development
  - Family Management
  - Advocacy
  - Mentoring
  - Crisis Intervention
  - Counseling
  - Health (maternal & child)
  - Parent Education
  - Transportation
  - Teen pregnancy/parenting
  - Financial Management
  - CPR-Certified, Exp. Date \_\_\_\_\_
  - CPR-Trainer
  - Sign Language
- Skill level: Minimal  Good  Excellent

### Management Skills

- Leadership/Supervision
- Staff/Volunteer Training
- Subjects: \_\_\_\_\_
- Focus Group Facilitation
- Program Planning/Evaluation
- Marketing

### Development/Fundraising

- Direct Mail/Telemarketing
- Grant Writing
- Estate/Financial Planning
- Special Event Coordination
- Prospect Research

### Communications/Public Relations

- Speakers Bureau
- Community Outreach
- Communication Planning
- Writing
- Media Relations
- Graphic Design
- Desktop Publishing
- Photography
- Video & Slide Show Production
- Display Work
- Sign & Poster Production

### World Cultures

- Education in \_\_\_\_\_
  - Other Experience with \_\_\_\_\_
  - Foreign Language \_\_\_\_\_
- Fluency level: Minimal  Good  Excellent

### Music & Drama

- Acting
- Clowning
- Instrument: \_\_\_\_\_
- Singing
- Storyteller
- Puppetry
- Mime
- Dancing
- Other: \_\_\_\_\_

### Facilities/Maintenance

- Carpentry
- Landscaping/Gardening
- Painting
- Furniture or Equipment Repair
- Pick-up & Delivery of Donations
- Housekeeping (cleaning toys, laundry)

### Creative Activities

- Calligraphy
- Cooking
- Sewing
- Knitting or Crocheting
- Face Painting
- Kid's Arts & Crafts
- Other: \_\_\_\_\_

### Sports/Recreation

- Sports - General
- Swimming/WSI
- Swimming-Advanced Lifesaving
- Recreational Outings
- Other: \_\_\_\_\_

### Support Services

- General Office Skills
- Computer Word Processing
- Computer Training/Instruction
- Data Entry
- Computer Programming
- Web Site Development

### Other

- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_