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## Adult Volunteer Application

**Purpose of form:** To gather information on prospective adult volunteers.

**Reason for form:** The *National Youth Court Guidelines* (chapter 7, guideline 3) state that all youth court volunteers should be required to complete a volunteer application. Volunteer applications provide contact information on prospective volunteers, as well as provide you with an idea of the volunteers' interests and reasons for wanting to be involved with your program. The more you know about the person, the better able you will be to place the volunteer in a role that will benefit the program and interest the volunteer. The *National Youth Court Guidelines* also recommend that youth courts conduct a criminal records and background check on adult volunteers that will be working directly with youth. A section of the volunteer application can be used to notify prospective volunteers of this requirement and gain consent and necessary information to perform the appropriate checks.

**Suggested ways to use the form:**

- Review information on sample form and adapt questions asked to meet your program's informational needs. Only collect information that you will use or will be helpful in assisting you to determine the best placement for the individual.
- Have applications available whenever you present to groups of adults (e.g., presentations at civic/social organizations, schools, businesses, city council) so that you will be prepared if someone shows an interest in volunteering for your program.
- Include contact information for your program on the application so the individual will know where to send the form, as well as know who to contact if he or she has questions.
- If your program has a website, place the adult volunteer application online so that people can download and mail or fax it to you. Also, consider creating an online volunteer application form that persons can fill out on the website and submit to you via email.
- Review the application form yearly to determine if any modifications need to be made.

**Durham County Teen Court  
900 Broad Street  
Suite B  
Durham, NC 27705**

**Adult Volunteer Application Form**

Date of Application: \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_  
Place of Employment \_\_\_\_\_  
Position \_\_\_\_\_  
Email Address: \_\_\_\_\_

How did you hear about/become interested in teen court? \_\_\_\_\_

What qualities do you have that would make you a good teen court volunteer? \_\_\_\_\_

What do you hope to gain from being in teen court? \_\_\_\_\_

Have you ever been convicted of a misdemeanor or a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what charge? \_\_\_\_\_

In what capacity would you like to volunteer? \_\_\_\_\_

When are you available to volunteer (days/hours)? \_\_\_\_\_

When are you NOT available to volunteer (days/hours/times of year): \_\_\_\_\_

**References** (please do not list relatives)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Relationship to you \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Relationship to you \_\_\_\_\_

**Emergency Contact:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_

**I hereby certify the facts set forth in the above application are true and complete to the best of my knowledge. My signature authorizes the youth court to contact my references and conduct a background and/or criminal records check.**

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

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