



MENAC™

"Building minds builds communities"

Mentor & Intern Application

Name

Date

First

Last



Address

Address Line 1

Address Line 2

City

State



Zip Code

Phone

Marital Status

If Married, how long?

Gender

Number of children

How many children at home?

Spouse Name

Optional Ethnicity * (For non-discrimination reporting purposes) fill below

Fill below

Ethnicity

Employment Information (fill below)

Fill below

Company/School name:

Position/Title:

Phone

Address

Address Line 1

Address Line 2

City

State



Zip Code

Hours/Days:

F/T

P/T

Brief Job Description

Future Career Goals

Education

University

Degree

Post-Graduate

Other training or certificates

References (fill below)

Character Reference #1

Relationship

Address

Phone

Character Reference #2

Relationship

Address

Phone

Pastoral Reference (Pastor, Home Fellowship Leader, etc. From your current church)

First

Last

Relationship

Address

Address Line 1

Address Line 2

City

State



Zip Code

Phone

Professional Reference

First

Last

Relationship

Address

Address Line 1

Address Line 2

City

State



Zip Code

Phone

Disclaimer

For the safety of the students; employment verification, contacting references and criminal background checks will occur. Your signature below authorizes MENAC, Inc. to conduct a background check at the County Courthouse



Date



CONVICTION REPORT FORM

A record does not prohibit you from applying or participating as a mentor or in the mentor program working with young people. However, failure to fill out this form or to provide the requested information will disqualify you from becoming a mentor. Read carefully, follow the instructions, and answer every question. Failure to answer questions truthfully or completely will cause your application to be rejected.

Name

Have you ever been convicted* of a sex-related offense?

Yes No

Have you ever been convicted* of a drug-related offense?

Yes No

Have you ever been convicted* of a felony or misdemeanor?

Yes No

ATTENTION

*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea for a verdict of guilty or no contest.

CERTIFICATION OF APPLICANT

I certify that the answers I have given on this form are true in all respects, to the best of my knowledge. I authorize the use of any information in this application to verify my statements. I further authorize MENAC, Inc. and any authorized organization of their choosing, to verify the information contained in this form. I release MENAC, Inc. or the authorized organization of their choosing from any liability or damages that may result from any information obtained.

Untitled



CONVICTION REPORT EXPLANATION

Date



SECURITY AGREEMENT

This form is for the program coordinator and anyone on the mentor team who will have access to the databases, files, and other materials.

1.

As an volunteer of MENAC, Inc. you may access information only when necessary to perform work a

2.

You may disclose confidential information from files or databases only to individuals who have been authorized to receive it through the appropriate procedures. You shall not divulge or make use of confidential information, data, or records for a mailing list or any other purpose unless the same has been authorized.

3.

You may not deliberately enter a false or incomplete date or delete existing valid data on any of the databases or files. You may not deliberately take an unauthorized action that would adversely affect the performance of the database system or cause the interruption of electronic data processing services, or the destruction or alteration of data files or software.

4.

As a precaution against misuse or destruction of criminal record information, you will not remove ar

5.

You must take reasonable precautions to protect data entry terminals and equipment from unauthorized access. Reasonable precautions include the following: Ensure that your terminal is inaccessible when you leave it unattended; store user documentation to sensitive programs in a secure place, and report any suspicious circumstances or unauthorized individuals you observe in the work area to your supervisor.

Volunteer's Printed Name

First

Last

Date



INTERN CONFIDENTIALITY FORM

USE OF CRIMINAL JUSTICE INFORMATION AND DEPARTMENT OF MOTOR VEHICLE RECORD INFORMATION

1.

As an intern of MENAC, Inc., you may have access to a confidential criminal record and/or Department of Motor Vehicle record information which is controlled by statute. Misuse of such information may adversely affect the individual's civil rights and violate the law.

2.

Any volunteer who is responsible for the misuse of confidential information is subject to immediate dismissal. Violations of this may also result in criminal and/or civil action.

3.

I have read the above and understand the policy regarding misuse of criminal record information and Department of Motor Vehicles record information.

Date



Date



Submit



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