

MENTOR and INTERN APPLICATION

Date: _____

PERSONAL INFORMATION

Name: _____ DOB: _____

Social Security Number: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Marital Status: ___ Single ___ Married ___ Divorced ___ Widowed ___ Separated

Gender: _____ Number of Children: _____ How many at home? _____

If married, how long? _____ Spouse's Name: _____

***Optional Information:** *(For non-discrimination reporting purposes)*

Ethnicity: ___ African American ___ Asian ___ Hispanic ___ Caucasian ___

Other: _____

EMPLOYMENT INFORMATION

Company/School Name: _____

Position/Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) ____ - ____ Hours/Days: _____ F/T _____ P/T _____

Brief Job Description:

Future Career Goals:

EDUCATION

High School: 9 10 11 12

College: 1 2 3 4

Degree: _____ Postgraduate: _____

Other Training or Certifications:

REFERENCES

Character Reference #1:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) ____ - _____

Character Reference #2:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) ____ - _____

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

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) ____ - _____

Professional Reference:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) ____ - _____

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.

Signature: _____ 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.

PLEASE PRINT CLEARLY

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

****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.

Signature: _____ 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 assigned by a supervisor to accomplish MENAC's mission and purpose. You may not access or use information from the MENAC, Inc. databases or any other data accessible through a database for personal or any other reason.

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 any work-related materials from the worksite without specific authorization to do so. Work in progress is to be stored and maintained in areas designated as appropriate for such storage and maintenance on the premises.

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: _____

Volunteer's Signature: _____ Date: _____

INTERN CONFIDENTIALITY FORM

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

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.

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.

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

Intern's Signature: _____ Date: _____

Director's Signature: _____ Date: _____