



## VOLUNTEER APPLICATION

Please provide complete and legible information. An incomplete application may affect your consideration as a volunteer for Next Step Farms. If necessary, attach a separate sheet for additional information.

Upon employment, volunteers may be required to have their picture taken or to provide Next Step Farms with a picture of themselves.

### GENERAL INFORMATION

Full Name _____		Date _____
FIRST	MIDDLE	LAST
Address _____		
STREET		
_____		
CITY	STATE	ZIP CODE
Contact Number ( ) _____		
Date available for work _____		
Alternate Contact Number ( ) _____		
Email (optional) _____		
Are you under the age of 19?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If under the age 19, please state your age. _____ (The primary reason for this question is to address any child labor laws.)		
How were you referred to Next Step Farms? _____		

### POSITION INFORMATION

Type of work desired? _____		
Availability:	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends
	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon



### EDUCATION

Type of School	School Name and Location	Highest Grade Completed	Grade Point Average	Course of Study or Major
High School or G.E.D. equivalent		9 10 11 12/GED		
College or University		1 2 3 4		
Vocational or Trade School				
Graduate School				
Other (including military training)				

List any work-related certifications or licenses you currently possess.

### BACKGROUND INFORMATION

During the past seven years, have you ever been discharged, suspended, or asked to resign from any position (whether paid or unpaid)?  
 Yes    No   If yes, please explain. \_\_\_\_\_

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?  
 Yes                                       No  
 If yes, specify name. \_\_\_\_\_

Have you ever been convicted of a crime that has not been expunged, sealed, pardoned, annulled, statutorily eradicated, or dismissed upon condition of probation? You are not required to disclose sealed or expunged records of conviction or arrest, or expunged juvenile records of conviction or arrest.  
 Yes             No Record



### PROFESSIONAL REFERENCES

List three professional references (other than those listed as current/former supervisor) that we may contact:

Name \_\_\_\_\_ Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Type of Acquaintance \_\_\_\_\_

Name \_\_\_\_\_ Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Type of Acquaintance \_\_\_\_\_

Name \_\_\_\_\_ Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Type of Acquaintance \_\_\_\_\_

### EMPLOYMENT RECORD

List all employment experience for the past five years, starting with the most recent or present employer. Using a separate section for each position, describe in detail all work experience including periods of unemployment. **You may include as part of your employment history any verified work performed on a volunteer basis. Resumes may not be substituted in lieu of completing the following employment information.**

Current Employer _____	Phone (____) _____
Geographic Location _____	From _____
Your Position _____	Month Year
Supervisor's Name/Title _____	To _____
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why? _____	Month Year
Primary responsibilities _____	



Employer _____ _____ Geographic Location _____ _____ Your Position _____ _____ Supervisor's Name/Title _____ _____ Primary responsibilities _____ _____	Phone (____) _____ _____ From _____ _____ Month                  Year To _____ _____ Month                  Year
Employer _____ _____ Geographic Location _____ _____ Your Position _____ _____ Supervisor's Name/Title _____ _____ Primary responsibilities _____ _____	Phone (____) _____ _____ From _____ _____ Month                  Year To _____ _____ Month                  Year
Employer _____ _____ Geographic Location _____ _____ Your Position _____ _____ Supervisor's Name/Title _____ _____ Primary responsibilities _____ _____	Phone (____) _____ _____ From _____ _____ Month                  Year To _____ _____ Month                  Year

Have you volunteered for Next Step Farms before?

Yes  No    If yes, when? \_\_\_\_\_



### ADDITIONAL COMMENTS

Please comment on how your prior education and experiences qualify you for the type of employment you are seeking. Detail any past responsibilities and achievements. Note any special coursework, honors, activities, special projects, or any other data that will assist us in considering your application for employment. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH  
BEFORE SIGNING**

I have disclosed all information that is relevant and should be considered to my candidacy as a volunteer.

\_\_\_\_\_ Initials

I understand, where permissible under applicable state and local law, I may be subject to a drug test after receiving conditional approval to volunteer, and must receive a negative result for illegal drugs before being permitted to commence volunteer work with Next Step Farms.

\_\_\_\_\_ Initials

I hereby certify that the information given by me is true in all respects. I authorize Next Step Farms and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools, and other persons named on this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

**I expressly understand and agree that, if allowed to volunteer, such service, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (Next Step Farms or me) without prior notice to the other, unless otherwise prohibited by law.**

\_\_\_\_\_ Initials

**I understand that no representation, whether oral or written, by any representative or agent of Next Step Farms, at any time, can constitute an implied or expressed contract of employment. I further understand no representative or agent of Next Step Farms has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit, or other terms or condition of employment other than in a document signed by the Executive Director.**

\_\_\_\_\_ Initials

**I expressly consent and grant permission to Next Step Farms to check driving records and any criminal or other pertinent records. I give Next Step Farms the right to request and authorize any City, State, Federal Agency, Department, or Bureau to furnish the requested information.**

\_\_\_\_\_ Initials

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of my volunteer application or removal as a volunteer.

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE  
ABOVE STATEMENTS.**

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_



---

---

## NOTICE REGARDING BACKGROUND CHECK

In connection with your volunteer application and for other related purposes, Next Step Farms may seek background information about you from a consumer reporting agency. This information will be in the form of both consumer reports and investigative consumer reports.

These reports may be obtained at any time after Next Step Farms receives authorization from you.

Consumer reports include any written, oral, or other communication of information by a consumer reporting agency bearing on your credit standing, character, general reputation, and other personal characteristics that is expected to be used for employment purposes. Consumer reports may include credit reports, criminal records, and driving records, among other resources.

Investigative consumer reports include similar information as consumer reports, which are obtained through personal interviews with those who are acquainted with you or who may have knowledge of any relevant information about you.

Next Step Farms will use a third-party reporting agency.

You have the right to request information from Next Step Farms about the nature and scope of any investigative consumer report on you that is requested by Next Step Farms. The request must be made in writing and within a reasonable period of time after you have received this disclosure.



**Authorization to Obtain Consumer Reports Under the Fair Credit Reporting Act**

I acknowledge that I have received and read the *Fair Credit Reporting Act and Check Disclosure* and this authorization. I certify that I understand the documents I have received.

I hereby authorize Next Step Farms or its authorized agents, for volunteer purposes, to obtain or prepare consumer reports and investigative consumer reports at any time after it receives this authorization, including any time that I may be a volunteer for Next Step Farms.

I hereby authorize law enforcement agencies, public and private schools, federal, state and local agencies and courts, credit bureaus, information bureaus, current and former employers, financial institutions, licensing agencies, governmental agencies, the military, and other individuals and entities to provide any and all information that is requested by a third-party consumer reporting agency or Next Step Farms.

I certify that the information provided on this form is true and correct. I understand that any information that I provide in an employment application or that I otherwise disclose during my employment may be used to obtain consumer reports and investigative consumer reports.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social security number

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Driver's license state and number

\_\_\_\_\_  
-

\_\_\_\_\_  
-

\_\_\_\_\_  
Home address

\_\_\_\_\_  
Former address

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Date

This information is for background check purposes only.