

 **Volunteer and Job Application**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (work or cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational Background\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Current Occupation or Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Arts Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Teaching Experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Admin/CommunicationsExperience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Preferences:

 Age Groups? \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Preschool Elementary High School Adults

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many miles are you willing to travel to teach for Inclusive Arts Vermont? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times: Mornings \_\_\_ Afternoons \_\_ Evenings \_\_\_ Weekends \_\_\_ Weekdays \_\_\_\_\_

Do you have a vehicle? \_\_\_\_\_\_\_ Valid Driver’s License? \_\_\_\_\_\_\_ insurance? \_\_\_\_\_\_\_\_\_\_\_

Please list 2 non-family members whom we could reach by phone as references

1. phone:

2. phone:

**Please attach a resume and a statement of interest related to work for Inclusive Arts Vermont.**

**Inclusive Arts Vermont conducts criminal background checks of employees and volunteers.**

Employment or volunteer work that entails work with vulnerable populations is conditioned upon:

* verification of the individual’s identity by examining the individual’s government-issued photo identification card, such as a driver’s license
* completion of a Vermont Criminal Information Center record check
* review of the National Sex Offender Public Registry
* an FBI fingerprint check

Any individual who does not consent to the above screenings, or who makes a false statement in connection with the above screenings, will not be eligible for employment or placement in Inclusive Arts Vermont programs.

Appropriate Inclusive Arts Vermont staff will review the findings of the background check information, as they become available. Confirmation of an offer of employment or volunteer work & final placement of the applicant will be contingent upon the completion of the above background checks, and a finding that the information in these records was accurate, complete and non-disqualifying. Inclusive Arts Vermont will follow all Vermont Criminal Information Center policies related to the employers’ maintenance of criminal record check information.

Unfavorable background check information is not an automatic bar to employment or placement at Inclusive Arts Vermont. Unfavorable information obtained from these background checks is reviewed by the appropriate Inclusive Arts Vermont staff, with consideration given to:

* the date and nature of the conviction,
* age of the applicant when the offense was committed,
* whether there is any evidence of a criminal pattern, and
* the nature of the employee’s or volunteer’s work roles at VSA Vermont.

An employee, volunteer or candidate may dispute the factual accuracy of the result of a background check with the appropriate agency. Upon request, Inclusive Arts Vermont will provide the individual with appropriate contact information to dispute a finding. In this case, a final enrollment decision will be based on the official resolution of the dispute.

Any Inclusive Arts Vermont offer of employment or volunteer placement will be considered conditional pending hiring and supervisory staff’s review of the applicant’s background check information, as obtained from the Vermont Criminal Information Center, the National Sex Offender Public Registry, and an FBI fingerprint check. Inclusive Arts Vermont reserves the right to terminate an employee or volunteer immediately if information discovered through a background check after the applicant commences their employment or volunteer placement reveals a previously unknown criminal record, the content of which is determined by VSA hiring and supervisory staff to disqualify them to work for VSA Vermont in that capacity.

By State law, Inclusive Arts Vermont cannot disclose the information in the background check to anyone other than the applicant.

-revised 8/20/19