

# St. Aloysius Orphanage

## Volunteer Application

**Please return by mail or fax to:** *Thomas Courtney, St. Aloysius Orphanage, 4721 Reading Road, Cincinnati, OH 45237. Fax: 513/242-2845.*

Check here if this is a Student Volunteer Application \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_ Birth Date (if under age 21) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Marital Status (check one): Single \_\_\_\_\_ Married \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_

Home Phone \_\_\_\_\_ Spouse Name \_\_\_\_\_

Applicant's Employer \_\_\_\_\_ Title \_\_\_\_\_

Employer's Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Fax \_\_\_\_\_ Date of Hire \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

### Student Information

Applicant's School \_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

School Phone \_\_\_\_\_ School Fax \_\_\_\_\_ Grade \_\_\_\_\_

### If Under Age 21

Parent/Guardian Name \_\_\_\_\_

Parent Day Phone \_\_\_\_\_ Parent Evening Phone \_\_\_\_\_

### Volunteer History

Please describe previous volunteer experience:

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Name and phone number of person(s) who supervised these volunteer services:

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Please describe any work experience in a residential facility for children:

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*Volunteer Application*

**Please check all areas you would be interested in working as a volunteer:**

<b>GROUP HOME</b>
___ YES, I am interested in volunteering with the children residing in Unity group home. Volunteer will play games, assist with school work, participate in activities, and assist staff when needed. Volunteers are welcome on Monday, Wednesday, and Friday between the hours of 11:00 a.m. and 7:00 p.m. Volunteer must be at least 21 years old.

<b>TUTORING PROGRAM</b>
___ YES, I am interested in tutoring a child. Responsibilities include tutoring a specific child in the academic areas of math, science or language arts. Weekly sessions are preferred.

<b>ADMINISTRATIVE SUPPORT</b>
___ YES, I am interested in using my office skills. Responsibilities would include computer data entry, stuffing envelopes, preparing mailings, answering telephone, filing, etc.

<b>SPECIAL SERVICE PROJECT</b>
___ This volunteer effort will be a special service project. Following is a brief description of the project or idea:

*Please write brief description of project:*

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**Hours Of Availability**

Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday
<i>Please mark box with "x" and indicate hours available</i>						

**Statement of Accuracy**

I certify that the information included on this application is true and accurate to the best of my knowledge. I understand falsification of any information will be grounds for immediate dismissal.

Signed \_\_\_\_\_ Date \_\_\_\_\_



### Conflict of Interest

I am aware of no conflict of interest that may affect my ability to perform volunteer duties at St. Aloysius Orphanage. A Conflict of Interest occurs when a volunteer misrepresents information, receives financial gain, or engages in activities that give the public improper perceptions of the agency.

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### Confidentiality Statement

I agree to respect the confidentiality privileges of all families and children referred to, discharged from, or receiving services at St. Aloysius Orphanage. I understand my duty to report suspected child abuse and neglect when a child's health and safety are at risk. I will not disclose identifying or personal information to any unauthorized source in accordance with the Ohio Revised Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Hamilton County Sheriff's Office  
Personal Information Release Form  
**Print Clearly**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Soc. Sec. Number: \_\_\_\_\_

Sex: M \_\_\_\_\_ F \_\_\_\_\_

Race: \_\_\_\_\_

I, the undersigned authorize the Hamilton County Sheriff's Office to release information regarding any Traffic or Criminal Convictions that I have on file. If it is necessary to verify this Authorization, I can be contacted at telephone number \_\_\_\_\_. This Authorization is void if not exercised by the person or organization named on the reverse side of this form within (1) one year from the date signed. I hereby agree to indemnify the County of Hamilton and the Hamilton County Sheriff and his representatives from any liability arising out of the improper use of the information provided.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Form ID Hes2-90

----- (For Office Use Only) -----

**Certification of Purpose**

I, the undersigned, certify that the information applied for will be used only for the purpose for which it is requested and agree that this information will immediately be destroyed after use or if retained, not released outside my agency.

Type of Record Check: Criminal and Traffic

Information Requested By:

Company Name/Agency: St. Aloysius Orphanage Date: \_\_\_\_\_

Contact Person: Thomas Courtney

Address: 4721 Reading Road  
Cincinnati, OH 45237

Phone No: 513-242-7600

For Sheriff Office Use Only:

Operator: \_\_\_\_\_

Date: \_\_\_\_\_

Record: \_\_\_\_\_

No Record: \_\_\_\_\_

# Prohibited Offenses

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St. Aloysius Orphanage conducts background checks on all applicants to determine if information exists that indicates the applicant has been convicted of or pleaded guilty to any of the following offenses:

1. R.C. 2903.01 -- Aggravated murder
2. R.C. 2903.02 -- Murder
3. R.C. 2903.03 -- Voluntary manslaughter
4. R.C. 2903.04 -- Involuntary manslaughter
5. R.C. 2903.11 -- Felonious assault
6. R.C. 2903.12 -- Aggravated assault
7. R.C. 2903.13 -- Assault
8. R.C. 2903.16 -- Failing to provide for a functionally impaired person
9. R.C. 2903.21 -- Aggravated menacing
10. R.C. 2903.34 -- Patient abuse; neglect
11. R.C. 2905.01 -- Kidnapping
12. R.C. 2905.01 -- Abduction
13. R.C. 2905.04 -- Child stealing
14. R.C. 2905.05 -- Criminal child enticement
15. R.C. 2907.02 -- Rape
16. R.C. 2907.03 -- Sexual battery
17. R.C. 2907.04 -- Corruption of a minor
18. R.C. 2907.05 -- Gross sexual imposition
19. R.C. 2907.06 -- Sexual imposition
20. R.C. 2907.07 -- Importuning
21. R.C. 2907.08 -- Voyeurism
22. R.C. 2907.09 -- Public indecency
23. R.C. 2907.12 -- Felonious sexual penetration
24. R.C. 2907.21 -- Compelling prostitution
25. R.C. 2907.22 -- Promoting prostitution
26. R.C. 2907.23 -- Procuring
27. R.C. 2907.25 -- Prostitution
28. R.C. 2907.31 -- Disseminating matter harmful to juveniles
29. R.C. 2907.32 -- Pandering obscenity
30. R.C. 2907.321 -- Pandering obscenity involving a minor
31. R.C. 2907.322 -- Pandering sexually oriented matter involving a minor
32. R.C. 2907.323 -- Illegal use of a minor in nudity-oriented material or performance

- 33. R.C. 2911.01 -- Aggravated robbery
- 34. R.C. 2911.02 -- Robbery
- 35. R.C. 2911.11 -- Aggravated burglary
- 36. R.C. 2911.12 -- Burglary
- 37. R.C. 2919.12 -- Unlawful abortion
- 38. R.C. 2919.22 -- Endangering children
- 39. R.C. 2919.24 -- Contributing to unruliness or delinquency of a child
- 40. R.C. 2919.25 -- Domestic violence
- 41. R.C. 2923.12 -- Carrying a concealed weapon
- 42. R.C. 2923.13 -- Having a weapon while under disability
- 43. R.C. 2923.161 -- Improperly discharging a firearm at or into a habitation or school
- 44. R.C. 2925.02 -- Corrupting another with drugs
- 45. R.C. 2925.03 -- Trafficking in drugs
- 46. R.C. 2925.04 -- Illegal manufacture of drugs or cultivation of marijuana
- 47. R.C. 2925.05 -- Funding of drug or marijuana trafficking
- 48. R.C. 2925.06 -- Illegal administration or distribution of anabolic steroids
- 49. R.C. 2925.11 -- Possession of drugs or marijuana
- 50. R.C. 3716.11 -- Placing harmful objects in food

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### **APPLICANT'S STATEMENT**

I have read and certify that I have not been convicted of or pleaded guilty to any prohibited offenses listed above in the last 10 years. In the event results of my background check disqualify me for employment, I understand I may be discharged from St. Aloysius Orphanage.

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Signature of Applicant

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Date





