

**GEORGIA PINES COMMUNITY MH/DD/AD SERVICES
VOLUNTEER/INTERN APPLICATION**

Intern

Volunteer

Section I

Name: _____

Primary Phone #: _____

Address: _____

Alternate Phone #: _____

Email: _____

Race: _____ Sex: _____ Birth Date: _____

(Intern Applicants Only) Social Security #: _____

Emergency Contact: _____

Relationship: _____

Alt. Phone #: _____

Other: _____

U.S. Citizen

Student Visa (Expires ____/____/____)

Other: _____

Have you ever been dismissed from a position with Georgia State Government, including Working Test? Yes No
If "Yes", please explain in Section III on reverse.

NOTE: Carefully read the statement in Section IV before answering this question.

Have you ever been arrested or convicted of a crime? Yes No If "Yes", please list in Section IV on reverse.

Section II

Highest Level of Education: _____

Occupation: _____

Other relevant training: _____

Hobbies, skills or special interests: _____

Previous volunteer experience: _____

Preferred days to work: Mon Tue Wed Thur Fri Sat Sun

Hours available each day: _____

I would like to work on the following holidays: _____

CERTIFICATION - READ CAREFULLY BEFORE SIGNING

I hereby attest that the information I have provided on this form (front & back) is complete and correct. I understand that providing false information, or failure to disclose any information pertaining to my identity or criminal history may be a violation of O.C.G.A. § 16-10-20 and will result in my being disqualified from any position at Georgia Pines.

Signature

Date

Management Team Approval

Date

Executive Director Approval

Date

Section III – Explanation of Dismissal from Georgia State Government

Section IV – List of Criminal Charges

Failure to list information all criminal charges, pending charges, and/or convictions will result in the withdrawal of your consideration for volunteer/intern status. Pleas of *nolo contendere* must be listed. Charges processed under Georgia’s First Offender Act are not required to be listed IF all requirements are being or have been met. (e.g., fines are paid, community service, probation, etc. are being or have been completed.) If unsure of the status, please discuss with the Human Resources Office prior to signing this form. (NOTE: DUI’s cannot be processed under Georgia’s First Offender Act, and all DUI convictions, *nolo* pleas or pending charges must be listed.)

<u>Charge</u>	<u>Location</u>	<u>Date</u>
<input type="checkbox"/> Check box if charge is currently pending.		
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____

INTERNS ONLY

REQUIREMENT FOR STATE CRIMINAL HISTORY RECORDS CHECK

I have applied for an internship/practicum with Georgia Pines Community Service Board. As a prerequisite to being accepted for this position, I understand that I must obtain and provide to Georgia Pines, at my expense, a certified criminal history report from a local law enforcement agency in my current State of residence and from any other States I have resided in for the past five (5) years. Georgia Pines must receive the original, certified report(s) within seven (7) days of the date the report was obtained.

Any criminal record or charges currently pending against me not listed on the reports provided must be included on the reverse of the Intern Application Form. Failure to fully disclose my criminal history to Georgia Pines will result in termination of the application process or, if I have already begun my duties, termination of the internship/practicum.

Signature of Applicant

Date