



## Volunteer Application

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

*The following information will be regarded as strictly confidential*

***In order to prevent delay in processing your file, be sure to complete all of the information requested.***

### Applicant Information

Name					
Home Address	_____ (Street) (Apt.#) (City) (State) (Zip)				
	How long have you lived at this address?				
Phone	Home:        -        -	Work:        -        -	Cell:        -		
Other	E-mail Address:				
	Date of Birth :    /    /                      Social Security Number (optional) :    -    -				
	Emergency Contact Person :			Phone :	

### Employment History

Employer Dates	Location	Position

### Educational History

School Dates	Field of Study	Degree

### Volunteer/Internship Experience

Organization Dates	Position	Duties



NAME \_\_\_\_\_

**Qualifications/Skills**

Please list any specific qualifications or skills you have which would be of value to this program.


**Volunteer Interests (if known)**

Some current needs are: Tutors, Mentors, Guest Speakers, Office Assistants, Marketing/Business, Research Assistants, Public Relations, Special Medical Cases, Transportation, Art and Music Classes, Grocery Shopping, Gardening, etc.....


**Schedule and Availability**

Daily Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM (list times)							
PM (list times)							

Maximum overall availability: \_\_\_\_\_ hours/week or \_\_\_\_\_ hours/month

Dates of availability: I will be available as of \_\_\_\_\_ until \_\_\_\_\_

**References**

Please list two or three references (e.g., supervisors, professors, mentors, etc. Do not list relatives)

1.	Name :	Relationship :
	Address :	Phone :
2.	Name :	Relationship :
	Address :	Phone :
3.	Name :	Relationship :
	Address :	Phone :



NAME \_\_\_\_\_

**Driving:**

Do you have a New York State driver's license?  Yes  No

If yes, provide the expiration date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Are you willing and able to provide transportation to clients?  Yes  No

Are you willing and able to provide transportation for agency purposes?  Yes  No

If yes, have you had any traffic violations in the last five years?  Yes  No

Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Criminal Record:**

Have you ever been convicted of a crime:  Yes  No  
(Note: a conviction does not necessarily bar you from acceptance to this program)

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

I understand that by submitting this application, I authorize a criminal records and a child abuse state central registry check to be made concerning my suitability as an intern. In addition, the information in this application and otherwise obtained will be used only for the purpose of determining my eligibility as an intern. All information will be held in confidence. Criteria used in the selection of staff will be such as to insure that the individual is able to meet the responsibilities of the MVRCR Intern Program. No individual will be rejected on the basis of race, color, religious creed, national origin, sex, age or marital status.

I hereby attest that all information given in this application is true to the best of my knowledge.

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

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

Please submit all completed applications via email, fax, postal mail, or in person to:

Jennifer Cieslewitz  
Volunteer and Intern Coordinator  
309 Genesee Street (Park Avenue Entrance)  
Utica, NY 13501

TEL (315) 738-1083 X 134  
FAX (315) 738-1168  
jenniferl@mvr-cr.org

## Inter-Agency Standing Committee (IASC) Task Force on Protection From Sexual Exploitation and Abuse in Humanitarian Crisis

*All LIRS affiliates should have a code of conduct consistent with the IASC's six core principles as stated below:*

### Core Principles of a Code of Conduct

Humanitarian agencies have a duty of care to beneficiaries and a responsibility to ensure that beneficiaries are treated with dignity and respect and that certain minimum standards of behavior are observed. In order to prevent sexual exploitation and abuse, the following core principles must be incorporated into agency codes of conduct:

- Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
- Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based in inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
- Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
- Humanitarian workers agencies are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

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

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



## Agency-Volunteer Agreement

This agreement will serve to clarify the involvement of the volunteer in the refugee program. We hope that you have a wonderful experience working with us. Please let us know if anything changes from this agreement.

Name of Volunteer \_\_\_\_\_

### I agree to:

1. Perform my duties as specified in the job description to the best of my ability.
2. Respect the culture and the integrity of the refugees with whom I will work.
3. Adhere to the ethic of confidentiality to protect the refugee clients and to adhere to agency policies and procedures as outlined in the information given to me.
4. Meet time commitments or to make alternative arrangements as needed.
5. Fulfill the following time commitment: \_\_\_\_\_

### Agency

We agree to:

1. Provide accurate and timely information for this position.
2. Ensure proper supervision for the volunteer and to answer any questions he/she might have in the course of volunteering.
3. Be receptive to any comments or suggestions from the volunteer about ways to improve service to refugees.
4. Treat the volunteer as an equal partner in accomplishing the task of refugee resettlement.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Coordinator's Signature

\_\_\_\_\_  
Date

This agreement can be cancelled at any time at the discretion of either party, but will automatically terminate on \_\_\_\_\_ (date) unless other notice is given.



## Confidentiality Policy

Refugees are people who have endured the loss of their homeland, way of life and dignity. They may have suffered great tragedies with their families and been victims of persecution and torture. They have come to this country to rebuild their lives in keeping with their culture and individual nature. They have a right to recover their privacy and to determine when and how their stories might be shared with others.

Volunteers who work with the refugee program agree to:

1. Respect the privacy of the refugees with whom you are matched. They may not want the stories they share with you to be shared with others. Ask them what you may tell others and what they consider to be private information.
2. Safeguard the confidentiality of the refugees by not making their names, stories and personal circumstances public in any fashion without their consent. This includes the use of photographs and information in news stories for church bulletins, corporate newsletters and local newspapers. Many refugees are happy to share their story in the media. But be sure to ask them first.
3. Hold in strict confidence any information of a sensitive nature shared by the case manager.

I have read these policies and understand the refugees' right to privacy and confidentiality. I will fully abide by these policies.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Coordinator's Signature

\_\_\_\_\_  
Date

Please Return to: Mohawk Valley Resource Center for Refugees  
Jennifer Cieslewitz  
Volunteer and Intern Coordinator  
309 Genesee Street (Park Avenue Entrance)  
Utica, NY 13501



**The Mohawk Valley Resource Center for Refugees Prohibition of Activities While working as a Volunteer or Intern at MVRCCR Contract**

I, \_\_\_\_\_ agree to reviewing of the following activities that are prohibited under my volunteer or internship position with MVRCCR. The following activities are prohibited:

- Unauthorized research using MVRCCR clients or data without the formal Research Proposal and consent and approval by the Volunteer/Intern Coordinator as well as the Executive Director.
- Religious Prostelytization- including on site at MVRCCR and in any situation, in which you are acting as an MVRCCR Volunteer, Intern or agency representative or were placed in the opportunity by MVRCCR, including but not limited to; teaching English as a Second Language or other tutoring sessions utilizing religious texts or religious content as the teaching topic.
- The possession or viewing of illegal or pornographic materials on agency computers or within the agency’s facility.
- Unauthorized public presentations or request for public support, or in-kind or monetary donation solicitation in which the signee claims to be a representative of MVRCCR, or speaking on behalf of clients’ experiences or needs without the previous consent of an MVRCCR staff member.
- Media interviews on any topic based around MVRCCR, its programs or its clients, either off site or at MVRCCR without the previous consent of an MVRCCR Staff member.
- Assistance with the completion of Immigration or Naturalization/Citizenship related paperwork or advice other than test preparation; Please see “Immigration and Citizenship” in your Volunteer and Intern handbook for more details.
- Using “The Mohawk Valley Resource Center for Refugees” name in client advocacy or mentorship, or activism with or without other human services agencies or organizations, or political movements without previous authorization and continual updates with the Volunteer and Intern Coordinator regarding the client’s case.
- Transportation of clients, in agency vehicles or personal vehicles without the proper licensure, proof of insurance or while under the influence of alcohol or drugs.
- Transportation of any children of child restraint age, without the proper installation and use of the appropriate child restraint/car seat.
- Any breach of the “Inter-Agency Committee Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crisis” signed by the volunteer or intern (*Found in Application*).
- Any breach of the MVRCCR Confidentiality Policy signed by the Volunteer or Intern (*Found in Application*).

I understand that failure to comply with this agreement and all of its prohibitions, will result in the removal from the volunteer/intern’s work with and at MVRCCR, removal from the MVRCCR building as well as possible legal action and mandated reporting. Any other activities deemed by MVRCCR’s discretion as unethical or prohibited, not mentioned here, may result in similar actions.

**Volunteer/Intern’s Signature** \_\_\_\_\_

**Volunteer/Intern Coordinator’s Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## MVRRCR Volunteer and Internship Handbook Acknowledgment

I, \_\_\_\_\_ acknowledge that I have received and have reviewed the Mohawk Valley Resource Center for Refugees Volunteer and Internship Handbook, prior to my beginning placement date. By signing this acknowledgment I accept the following terms and conditions.

- I acknowledge that I have read and understand the parameters and content of the Volunteer and Internship Handbook.
- I understand that if I have any questions or concerns regarding the content of the handbook, it is my responsibility to bring them to the attention of the Volunteer/Internship Coordinator.
- I acknowledge that failure to read and fully understand the content of the MVRRCR Volunteer and Internship Handbook, is not an exemption to the policies and procedures put forth in the Handbook and I will be held accountable regardless.
- I understand that while the Handbook covers many topics, rules and conditions, MVRRCR has the right to terminate any volunteer or intern placement for any situation or circumstance that violates agency integrity or the safety, privacy and confidentiality, even if it not defined by the Handbook, and without a formal procedure.

**Volunteer/Intern Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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