

MENTOR/VOLUNTEER APPLICATION

Name: _____ Date: _____
(last) (first) (middle)

Address: _____ (zip)
(street address) (city) (state)

Phone: _____ Alternate Phone: _____

E-mail Address: _____ Social Security No.: _____

Position applied for: _____ Date you can start: _____

Referred by: _____

Have you submitted an application here before? When? _____

Have you sought treatment for, or been arrested for any offense involving alcohol or illegal drug use in the last two years? Yes / No

If yes, please explain: _____

Are you able to refrain from tobacco use during volunteer hours? Yes / No *North Dakota Adult & Teen Challenge strictly prohibits all tobacco use during working hours, and at anytime within sight of North Dakota Adult & Teen Challenge property.*

Have you ever been convicted of a criminal offense (not including traffic violations)? Yes / No
If yes, please list all convictions and an explanation. *Answering yes will not necessarily exclude you from consideration.* _____

Are you a Christian? Yes / No If yes, what church do you attend?

Name: _____ Address: _____

Pastor: _____

NORTH DAKOTA ADULT & TEEN CHALLENGE

Please return form to: **North Dakota Adult & Teen Challenge Volunteer Coordinator**
1406 2nd Street NW, Mandan, North Dakota 58554
Office: (701) 667-2131 Fax: (701) 663-3494

Authorization to Release Information

I understand that in processing my application with North Dakota Adult & Teen Challenge, an investigation may be made in which information is obtained through personal interviews, written requests, and a review of information held by employers, acquaintances, and law enforcement or other government agencies. I authorize you to verify my past employment and related data provided on this application or through the interview process. I further understand and waive my right of privacy in this investigation and release and hold harmless North Dakota Adult & Teen Challenge and its agents from any liability.

I understand that several consumer reports may be requested and may include information as to my character, work habits, credit, academic credential verification, job performance, experience, and reasons for termination. Further, I understand that you may be requesting information concerning my workers' compensation claims (post job offer), motor vehicle operations history and criminal history from various private and public sources along with other public records that are available.

I HEREBY AUTHORIZE AND RELEASE FROM ALL LIABILITY, WITHOUT RESERVATION, NORTH DAKOTA TEEN CHALLENGE, PRIMARY SOURCE VERIFICATIONS, LLC, OR OTHER AGENTS OF NORTH DAKOTA TEEN CHALLENGE, AND ANY LAW ENFORCEMENT AGENCY, ADMINISTRATOR, STATE/FEDERAL AGENCY, INSTITUTION, INFORMATION SERVICE BUREAU, EMPLOYER, EMPLOYEE, INSURANCE COMPANY OR PERSONS GATHERING OR FURNISHING THE ABOVE INFORMATION.

According to the Fair Credit Reporting Act, I am entitled to know if employment will be and is ultimately denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be so advised by this employer and be given the name of the agency or source of information.

Print Name _____
(Last) (First) (Middle)

Maiden/Previous Name(s) _____

Date of Birth ____/____/____ Social Security Number ____-____-____
(For identification purposes only)

Address _____

City _____ State _____ Zip _____ County _____

If the above address does not encompass 5 years, list the cities and states you have lived in for the past 5 years.

I understand that a facsimile (fax) or photographic copy of this release will be as valid as the original.

Applicant's Signature _____ Today's Date _____

PLEASE SIGN BELOW AFTER READING AND AGREEING TO FOLLOW THE GUIDELINES ON THE LAST PAGE. I agree to abide by the Volunteer Guidelines while serving as a volunteer at ND Adult & Teen Challenge. I understand that a substantial percentage of participants in the North Dakota Adult & Teen Challenge program have criminal backgrounds and that I assume all related risks in providing services to these individuals. I hereby release and discharge ND Adult & Teen Challenge from liability with regard to any damages, losses or injuries sustained by me arising out of, or relating to my volunteering with North Dakota Adult & Teen Challenge. I also understand that I am freely entering into this volunteer arrangement and that I will receive no pay or benefits such as medical insurance or worker's compensation insurance in exchange for my volunteering.

Signed Date

North Dakota Adult & Teen Challenge Code of Conduct

The mission of North Dakota Adult & Teen Challenge is to assist adults in gaining freedom from chemical addiction by applying Biblical principles in establishing a chemical-free lifestyle, enhancing social skills, improving work habits, building supportive relationships, and growing in personal relationships with Jesus Christ that effectively model the lifestyle that is being promoted to our student as foundational to lasting recovery.

The goal of the code of conduct is not to provide a list of prohibited behaviors, rather it is meant to identify some of the positive and negative behaviors that impact our students and our organization. North Dakota Adult & Teen Challenge is a unique organization that is accountable to the expectations of a diverse range of stakeholders including, state and local governments, churches, and the students themselves. We want all of our staff & board members to take seriously the responsibilities associated with these expectations.

The code of conduct is divided into two sections: the first section applies to all employees of North Dakota Adult & Teen Challenge regardless of position; the second applies to those employees that are entrusted with the responsibility of working directly with our students in a position that is charged with providing spiritual guidance, role modeling, or mentoring.

All Employees, Board Members and Volunteers

Discrimination: Discrimination against employees, applicants, or students on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or public assistance status is prohibited. Please refer to Personnel Policy #PM110 for more information.

Harassment: The Policy of North Dakota Adult & Teen Challenge is to ensure and maintain a working environment free of harassment including sexual and racial harassment. Unwelcome verbal or physical conduct, including written and electronic communication, directed toward an individual because of race, color, creed, religion, national origin, sex, age, disability, marital status, sexual orientation, or public assistance status, will not be tolerated. Please refer the Personnel Policy #PM115 for more information.

Confidentiality: Any information relating to current or former students must be kept in strict confidence and not discussed with anybody outside of North Dakota Adult & Teen Challenge unless a written release of information is obtained. Additionally, individuals should take care to only discuss information about students with internal staff members that have a need to know and should never be discussed within earshot of other students. Please refer to Personnel Policy #PM160 for more information.

Student relationships: All employees and volunteers are required to maintain appropriate professional boundaries with program students. This includes prohibitions on personal, business, and romantic relationships with current and former students. Please refer to Personnel Policy #PM175 for more information.

Respect for the religious principles of the organization: It is recognized that not all employees or volunteer are required to share religious beliefs of the organization; individuals are prohibited from promoting any belief or policy demonstrating any behavior that contradicts the teaching, philosophy, or beliefs of the North Dakota Adult & Teen Challenge program during working hours, or while on the North Dakota Adult & Teen Challenge property.

Use of illegal drugs: The possession, use, or sale of illegal drugs is strictly prohibited. Individuals are prohibited from reporting to work under the influence of illegal drugs. Please refer to Personnel Policy #PM190 for more information.

Alcohol and tobacco use: The use or possession of alcohol or tobacco products is prohibited on, or within sight of North Dakota Adult & Teen Challenge property (including housing units). In addition, individuals are prohibited from reporting to work while under the influence of alcohol and must ensure that their clothing and person is free of any tobacco or alcohol odors while on North Dakota Adult & Teen Challenge premises. Please refer to Personnel Policy #PM190 for more information.

Public conduct detrimental to the mission of North Dakota Adult & Teen Challenge: Individuals are expected to refrain from public behavior that may affect the relationship between North Dakota Adult & Teen Challenge and its stakeholders. Examples of this type of behavior include: public intoxication, criminal activity, published/broadcasted statements that are contrary to the values and practices of the organization.

Church participation/membership: North Dakota Adult & Teen Challenge encourages all staff members to regularly attend Christ centered services at their local church on weekends for spiritual growth and fellowship.

My signature indicates that I agree to abide by the code of conduct listed above. I understand that this is not an exhaustive list of prohibited or required workplace conduct.

Name: _____

Signature: _____ **Date:** _____

**NORTH DAKOTA ADULT & TEEN CHALLENGE
CONFIDENTIALITY AGREEMENT AND NOTICE TO
EMPLOYEES/VOLUNTEERS**

Name: _____

Date: _____

The identities of our current and former clients, their personal communication to us, and their records are confidential by law. This facility requires that confidentiality laws be strictly followed. We cannot expect to treat our clients effectively unless they feel that they can talk freely without concern that their confidences will be revealed to others. Any employee or volunteer of this organization who violates a client's confidentiality is subject to immediate dismissal. Further, that employee or volunteer, as well as the facility, is subject to a lawsuit brought by a client.

DO

- Address clients in the workplace by 1st name only.
- Keep files and appointment books face down or otherwise out of view on your desk and throughout the workplace so that a client's name cannot be seen by others.
- Safeguard your computer password to prevent unauthorized people from accessing client information.
- Strictly comply with a client's permission to disclose identity, confidences, or records when permission has been properly obtained in writing from client and legal custodian
- Observe all limits and conditions a client places on any permission to disclose confidential information.
- Discard confidential materials properly shredding them.
- Consider a client's confidentiality on the receiving of fax communications, email, and telephone message-taking devices; ensure that the intended recipient is the only recipient of such communications.

DO NOT

- Reveal a client's identity in any way
- Address a client by last name when others are in the office
- Disclose that a person is a client to anyone
- Leave a client's file unattended on your desk or anywhere else in the workplace
- Have a client's information visible on a computer screen when you are away from your desk.
- Leave computers and file cabinets that store client information unsecured when you are not in your work area.

- Remove client files from the workplace for reasons other than authorized functions (for example, a home visit or court appearance.)
- Repeat anything a client tells you to anyone not an employee
- Disclose anything in a client's chart to anyone not an employee
- Talk about a client with anyone not an employee.
- Talk about a client with your spouse or other family members of your family or friends
- Give copies of anything in a client's chart to anyone not an employee
- Retrieve messages from your voice mail or answering machine with ear shot of others.

It is possible that requests for information-including subpoenas-about our clients may come to you from the police or other law enforcement personnel, lawyers, or courts. Tell your supervisor immediately when you receive these types of requests and determine with your supervisor how to proceed. Note that "following orders" may not be sufficient justification in court of law or breaching confidentiality.

Some exceptions to confidentiality may require or authorize certain disclosures about our clients. Immediately inform your supervisor of any information you obtain that leads you to believe that you, the client, or anyone else may be endangered by the client. Immediately inform your supervisor of any information you obtain that leads you to believe that a client may be involved in some way, directly or indirectly, in the abuse or neglect of a child, elderly person, or disabled person. Meet with your supervisor at once and determine how to proceed. Note that "following orders" may not be sufficient justification in a court of law for breaching confidentiality.

All of the above also applies to business, operations, and personnel matters.

I _____, hereby acknowledge that I have read this confidentiality agreement and notice to employees/volunteers. I understand it fully, and I will strictly follow its terms.

Signature: _____

Date: _____

AUTHORIZATION TO RELEASE INFORMATION

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Print Name _____
(Last) (First) (Middle)

Maiden/Previous Name(s) _____

Date of Birth ____/____/____ **Social Security Number** ____-____-____
(For identification purposes only)

Address _____

City _____ **State** _____ **Zip** _____ **County** _____

If the above address does not encompass 5 years, list the cities and states you have lived in for the past 5 years.

I understand that a facsimile (fax) or photographic copy of this release will be as valid as the original.

Applicant's Signature _____ **Today's Date** _____

North Dakota Adult & Teen Challenge
PASTORAL/LAY LEADER REFERENCE CHECK

The applicant listed below has requested employment/volunteer consideration with North Dakota Adult & Teen Challenge. North Dakota Adult & Teen Challenge is a 12-month Christian residential rehabilitation program for adult men and women with life-controlling drug and alcohol problems. All staff members/volunteers working directly with our students must be able to model a solid Christian lifestyle. We are especially interested in the applicant's ability to maintain professional boundaries with our students. Because of the nature of our program, and the large amount of responsibility given to our staff members/volunteers, we are requesting your help by completing the following questions on this applicant in an objective manner. Thank you very much.

ALL ANSWERS WILL BE KEPT STRICTLY CONFIDENTIAL

Applicant: _____ How long have you known the applicant? _____

How do you know the applicant? _____

What are the applicant's strong points? _____

What are the applicant's weak points? _____

In your opinion, is the applicant suitable for working with vulnerable adults and adolescents? Yes / No

In your opinion, can the applicant maintain professional boundaries with students (consistent treatment, not displaying favoritism, submission to established procedures, etc)? Yes / No / Unsure

In your opinion, does the applicant have the spiritual maturity needed to effectively model a Christian lifestyle? Yes / No / Unsure

On a scale of 1 to 5, with 5 being the best and 1 the worst, please rate the applicant in the following areas:

___ Cooperation ___ Initiative ___ Reliability ___ Maturity ___ Leadership ___ Assertiveness

I ___ recommend ___ recommend with reservations ___ do not recommend this person to work at NDTC.

___ I prefer to discuss this further on the phone. Please give me a call at: _____

Name: _____ Title: _____

Organization: _____

Phone: _____

Signature: _____ Date: _____

Please return this form to: North Dakota Adult & Teen Challenge, 1406 2nd Street NW, Mandan, ND 58554
● Fax: (701) 663-3494