



# VOLUNTEER APPLICATION

TEXAS  
JUVENILE  
JUSTICE  
DEPARTMENT

## Personal Information

Name (Last, First, Middle)		Suffix (e.g., Jr.)		Other Names Used	
Address		Apt. #	City		State
Home Phone #		Work Phone #		Is it okay to receive calls at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address		Cell Phone #		Fax #	

Is anyone else at this address a TJJD volunteer?  Yes  No  
If yes, what is his/her name?

Have you ever served as a TJJD employee or volunteer before?  Yes  No  
If yes, at which facility and during what time period?

### The following information is required to conduct background checks and/or for statistical analysis

Social Security Number		TX Driver's License #		Driver's License Class*		Maiden Name (if married)	
Date of Birth	Place of Birth (state only)	Height	Weight	Hair Color	Eye Color		

Choose all that apply  
 Male  Female  Caucasian  African-American  Hispanic  Asian  Other

How did you first hear about TJJD volunteer opportunities?

## Education Information - Check All that Apply

Currently Attending High School  Undergraduate Degree; Major: \_\_\_\_\_  
 High School Graduate/GED  Graduate/Seminary Degree; Major: \_\_\_\_\_  
 Currently Attending College

## Employment Information

<input type="checkbox"/> Employed Full-Time	<input type="checkbox"/> Retired	My employer offers a: <input type="checkbox"/> time-off program for volunteers <input type="checkbox"/> donation matching program <input type="checkbox"/> none of the above/not applicable
<input type="checkbox"/> Employed Part-Time	<input type="checkbox"/> Student	
<input type="checkbox"/> Unemployed		
Employer's Name (or School Name)		Occupation

## Medical Information

Do you have any medical conditions that would affect your ability to perform your duties or that the volunteer office should be aware of?  Yes  No If yes, please explain:

## Availability - Please enter the times you are usually available for a volunteer assignment

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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## Emergency Contact – indicate the person to be notified in the event of an emergency.

Name	Relationship	Daytime Phone #	Home Phone #
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Skills, Training, Experience - Please check all that apply:			
<input type="checkbox"/> Spanish-speaking	<input type="checkbox"/> Photography	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Arts/Drama/Dance
<input type="checkbox"/> Office/Clerical/Computer	<input type="checkbox"/> Sports/Athletic	<input type="checkbox"/> Business/Banking	<input type="checkbox"/> Clergy/Ministry
<input type="checkbox"/> Musical Ability	<input type="checkbox"/> Media/Newspapers	<input type="checkbox"/> Medical/Medicine	<input type="checkbox"/> Law Enforcement/Judicial
<input type="checkbox"/> Education	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Sales/Marketing	<input type="checkbox"/> Counseling/Social Work
<input type="checkbox"/> Military Background	<input type="checkbox"/> Math/Science	<input type="checkbox"/> Newsletter/Written Communication	
<input type="checkbox"/> Certification(s)/License(s): _____			
<input type="checkbox"/> Other skills, training, and talents: _____			

Preference for Volunteer Work - Please check areas in which you have interest in serving:		
<input type="checkbox"/> Mentor/Youth Advisor	<input type="checkbox"/> Tutor	<input type="checkbox"/> Religious Worship/Teaching
<input type="checkbox"/> Volunteer Advisory Council	<input type="checkbox"/> Clerical	<input type="checkbox"/> Foster Grandparent
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Intern/Field Practicum	<input type="checkbox"/> Holiday/Birthday Celebrations
<input type="checkbox"/> Music/Art/Entertainment	<input type="checkbox"/> Parole/Casework Assistant	<input type="checkbox"/> Pen Pal
<input type="checkbox"/> Group Leader (Support/Education)	<input type="checkbox"/> Educational Aide	<input type="checkbox"/> Dormitory Aide/Friend
<input type="checkbox"/> Other: _____		

Criminal Record Check
Have you ever been convicted of or received deferred adjudication for a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently charged with a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "Yes" above, briefly describe the circumstances of your conviction or current charge, indicating the date, nature, and place of the offense and disposition of the case. Your answer is evaluated in relation to volunteer activities.

References – Please list three people other than relatives who would be willing to serve as personal references				
1	Last Name	First Name	Relationship	Email Address
	Street Address		City, State and Zip	Daytime Phone # Home Phone #
2	Last Name	First Name	Relationship	Email Address
	Street Address		City, State and Zip	Daytime Phone # Home Phone #
3	Last Name	First Name	Relationship	Email Address
	Street Address		City, State and Zip	Daytime Phone # Home Phone #

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING YOUR NAME IN THE SPACE INDICATED.**

- I certify that the statements made in this volunteer application are true and correct and have been given voluntarily.
- I understand that this information may be disclosed to any party with legal and proper interest, and I release the Texas Juvenile Justice Department from any liability whatsoever for supplying such information.
- I agree that any written or oral misrepresentation in making this application is just cause for dismissal.
- I understand that a criminal record check will be conducted.
- I hereby authorize references listed on this application to answer any questions and to furnish any accurate information from their records concerning me, and I hereby release such companies and persons from any liability for such action.
- I understand that I will not be paid for my services as a volunteer.

**Applicant's Signature:**  **Date:**

➤ With few exceptions, you are entitled, upon request, to be informed about the information that the Texas Juvenile Justice Department collects about you.  
 ➤ Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information.  
 ➤ Under Section 559.004 of the Texas Government Code, you are entitled to have the Texas Juvenile Justice Department correct any information that is incorrect.