



Application: Class Instructor

Please complete and return to the URM Volunteer Coordinator
Email: volunteer@urmwichita.org Fax: (316) 686-2101
Mail: 2800 N Hillside Wichita, KS 67219

Name _____ Date _____

Address: _____

Phone Number _____ Email Address _____

Employer _____ Supervisor _____

AVAILABILITY

When are you available to teach?

REFERENCE

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|---------------|---------|-----------|----------|--------|
| From What Time | EXAMPLE: 9 AM | | | | |
| Until What Time | 11 AM | | | | |

Provide the name of an adult who is familiar with your experience as a class instructor, whom we may contact as a reference.

Name _____ Relationship _____

Years Known _____ Phone Number _____ Email _____

Please share a brief testimony about how you came to know Jesus as your Lord and personal savior, and how your life has been changed because of your Christian faith. (You may attach a separate page, if necessary.)

Why do you want to teach at the Union Rescue Mission and what do you hope to gain from this experience?

Please complete and initial the following:

____ Read and complete the *Volunteer Background Check Authorization Form* located on the back of this page.

____ Read and sign the attached *Volunteer Confidentiality Agreement*.

____ Attach a copy of your resume' or a list outlining your teaching experience (professional and volunteer).

BACKGROUND CHECK AUTHORIZATION [Volunteer]

By signing below, you acknowledge and understand that in connection with your volunteer application with Union Rescue Mission of Wichita, Inc. or when deciding whether to modify your ongoing* volunteer position (if selected), we may obtain a "consumer report" and/or an "investigative consumer report" on you from TRAK-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for volunteer purposes. An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others. You further understand that these reports may include experience information along with reasons for termination of past volunteerism. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested. You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in Union rescue Mission of Wichita, Inc.'s files on you at the time of your request by providing proper identification and the payment of any legally permissible fees. You are further notified that, prior to being denied a volunteer position based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to TRAK-1 should be forwarded to:

Trak-1 | Consumer Disputes | 7131 Riverside Parkway | Tulsa, Oklahoma 74136

THE FAIR CREDIT REPORTING ACT GIVES YOU SPECIFIC RIGHTS IN DEALING WITH CONSUMER REPORTING AGENCIES. YOU WILL BE GIVEN A SUMMARY OF THESE RIGHTS TOGETHER WITH THIS DOCUMENT.

AUTHORIZATION

By signing below, you hereby authorize, without reservation, TRAK-1 or any third party contacted by this organization to furnish the abovementioned and requested information. You further authorize ongoing procurement of the above-mentioned information, reports and records at any time during your volunteerism or in the course of considering you for a volunteer position. You also agree that a fax or photocopy of this authorization with your signature is accepted as having the same authority as the original. You further authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish Union Rescue Mission of Wichita, Inc. with any and all background information in their possession regarding you, so that your volunteer qualifications may be evaluated and/or reassessed.

ACKNOWLEDGEMENT OF RECEIPT OF SUMMARY OF RIGHTS

By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

The following is information required in order for Union Rescue Mission of Wichita, Inc. to obtain a complete consumer report:

Full Legal Name (First, Full Middle Name, Last Name) _____

Street Address _____

City _____ State _____ Zip _____

Social Security Number _____ Date of Birth* _____

Driver's License Number _____ Issuing State _____ Exp. Date _____

Email Address _____ Ethnicity _____

Aliases or Former Names (AKA, Maiden Names, Married Names, Etc.) _____

Applicant Signature _____ **Date** _____



VOLUNTEER CONFIDENTIALITY AGREEMENT

I, the undersigned, in consideration of my participation as a volunteer with the Union Rescue Mission, hereby agree to the following Confidentiality Agreement.

I understand that I may be give access to confidential and/or proprietary information to the extent necessary in order to perform my duties as a volunteer with the Union Rescue Mission (URM). I shall not, at any time either during or subsequent to this participation with the URM, make unauthorized disclosures or unauthorized use of any information that is considered to be proprietary or confidential by the URM. Proprietary information includes, by is not limited to, all information, data, reports, analyses, processes, know-how, designs, plans, marketing data, business plans and strategies, negotiations and contracts, research, and volunteer, donor or vendor lists, compilations, trade secrets, and confidential information, whether in written, oral or electronic form. Confidential information includes, but is not limited to, any personal information of any URM guest, community outreach client, employee, volunteer, agency partner, or donor, whether in written, oral or electronic form.

All employer records and information relating to the URM or its guests, community outreach clients, volunteers, agency partners, and donors are confidential and I will treat all matters accordingly. This includes the information protected under any applicable state or federal privacy law. No URM-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the URM) may be removed from the URM's records or from URM staff. Additionally, the contents of URM's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for an authorized business purpose and/or required by law. I will not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside the URM. If I am unsure about the confidential nature of specific information, or whether specific information may be protected under state or federal law, I will ask the Volunteer Coordinator or the staff member supervising my position for clarification before disclosing the information.

I further understand that photography and videography of guests and community outreach clients, without prior written authorization from the URM and guest/client is strictly prohibited. Personal information disclosed during food box counseling sessions and between mentors and mentees should be held in the strictest of confidence. Disclosure shall only occur in circumstances when it would be inappropriate to withhold information from the police, mental health professionals, or when there is risk of personal harm.

When I cease my participation as a volunteer with the Union Rescue Mission, I will return all URM-related information and property that I have in my possession, including without limitation documents, files, records, manuals, information stored on a personal computer or flash drive, supplies, and equipment or office supplies.

Signature _____

Date _____

MISSION STATEMENT

The Union Rescue Mission is committed to sharing the gospel and meeting the spiritual, physical, and emotional needs of the homeless and poor in our community.

Our highest aim is to lead people to redemptive and vibrant relationships with God.

STATEMENT OF FAITH

We believe in the Bible, both Old and New Testaments, as the inspired, infallible and inerrant Word of God, the only record of His Son, our Lord and Savior, Jesus Christ, and that it is the supreme and final authority in faith and life for the world.

We believe in one God eternally existing in three persons – Father, Son and Holy Spirit. *[Genesis 1:26; John 14:9]*

We believe that Jesus was begotten by the Holy Spirit and born of a virgin; that He lived a sinless life wrought miracles, and preached an everlasting and unchanging gospel. *[Matthew 1:18-25, John 20:30-31].*

We believe in the absolute deity of the Lord Jesus Christ, that he is Very God, and at the same time very man. *[Colossians 2:8-10]*

We believe that man was created in the image of God that he sinned and thereby incurred not only physical death, but that all human beings are born with a sinful nature, and that those who reach the age of accountability are sinners in thought, word and deed, therefore standing in need of The Savior Jesus. *[Genesis 1:26; Romans 3:23]*

We believe in salvation only by regeneration, being born again by the Holy Spirit, by God's own gift of righteousness bestowed upon us through the precious blood of Jesus Christ are we saved. *[John 3:3-5; 1 Peter 1:18-19]*

We believe that the Holy Spirit abides in us to lead us into all truth and to preach the unsearchable riches of Christ Jesus and that we are called to be witnesses by word and deed. *[1 Cor. 15:58]*

We believe in the death, burial and resurrection of our Blessed Lord Jesus Christ, and His personal and imminent return; in the bodily resurrection of the just and the unjust, the eternal blessedness of the saved and the eternal and conscious punishment of the lost. *[John 11:25]*

We believe that the Word of God was given by inspiration of The Holy Spirit and is profitable for a fruitful Christian life. *[2 Timothy 3:16].*

We believe concerning the charisma that when regeneration takes place, the believer is immediately baptized by the Holy Spirit *[1 Cor. 12:13, Romans 8:9b]*. Subsequently, the believer is filled with the Holy Spirit as he yields himself to the Spirit's control.

VOLUNTEER CODE OF CONDUCT

1. Volunteers acknowledge financial compensation or in-kind gifts will not be exchanged for their volunteer duties.
2. Volunteers shall have no direct or indirect interest in the assets and business operations of the Union Rescue Mission, except in the course of their volunteer duties.
3. Volunteers shall not conduct private practice or the business of their employment on URM property, unless it is directly related to the volunteer service they are providing.
4. Volunteers agree to maintain only professional relationships with URM clients/guests, and shall not meet with clients/guests off URM property, except during organized agency activities or when their volunteer activities require it.
5. Volunteers agree to maintain confidentiality of the URM business and all information about clients/guests, except when required by law.
6. Volunteers agree to abide by all other regulations and expectations outlined in the Mission's Volunteer Handbook.