

CONFIDENTIAL VOLUNTEER APPLICATION

Please Print

First Name:		Middle Name:		Last Name:		Date of Birth:	
Home Address:			City:		State:	Zip:	
Email:		Home Ph #:		Work Ph #:		Cell #:	
Preferred Pronoun:		Experience with Youth?		Experience with Transgender Community?			
Emergency Contact:				Ph #s of Emergency Contact:			
Employer Name:				Occupation/Title:			
Employer Address:			City:		State:	Zip:	
Can We Contact You At Work? Yes _____ No _____		Work Hours:		How Long Employed?			
If Student, School Name:		School Location:		Full Time Part Time			
Are you bilingual? Yes _____ No _____			List Languages:				
Have you ever applied to TransMentors? ____ Yes _____ No				When? What capacity?			
Have you ever been arrested or convicted of any crime? _____ Yes _____ No If Yes, please state the year and explain charges and resolution:							
Optional	Gender	Gender Identity	Sexual Orientation	Race/Ethnicity			

REFERENCES

Please print information requested for three references: (1) a professional reference who has known you for at least 1 year; (2) a co-worker or friend who has known you for at least 2 years; and (3) a close family member (spouse/domestic partner) or a second friend who has known you for at least 2 years.

1. Professional Reference:		
Phone #:	Are you "out" to this person?	Email:
2. Coworker or Friend:		
Phone #:	Are you "out" to this person?	Email:
3. Spouse/Domestic Partner/Friend:		
Phone #:	Are you "out" to this person?	Email:

Applicant Agreement

I understand that:

- 1) The references I listed may be contacted by telephone, email or mail.
- 2) This application in no way obligates me to perform any volunteer service.
- 3) I authorize a background check as part of the application process..
- 4) The screening fee of \$25.00 is non-refundable and enclosed with my application. Check or M.O. should be made payable to "TransMentors International Inc."
- 5) TransMentors is not obligated to accept me into their program. As part of the enrollment process, additional personal information may need to be provided prior to making any recommendations for assignment.
- 6) All records and information gathered are the property of TransMentors International.
- 7) TransMentors International has the right to discontinue the application process at any time.
- 8) I agree to notify TransMentors International of any changes in my personal contact information.

I hereby authorize TransMentors International, Inc. to conduct whatever investigation it may deem necessary to determine whether I can become an effective volunteer. I do herein affirm under oath and subject to penalties of perjury that the foregoing answers and statements are, to the best of my knowledge, true, correct, and complete.

If I am charged with a criminal offense during the time that I am affiliated with TransMentors International, Inc., I agree to disclose that information with the understanding that the organization will keep such matters confidential.

Signature

Date

NON-DISCRIMINATION POLICY

TransMentors International, Inc. is committed to following a policy of non-discrimination in all aspects of its operations, including employment, the selection of volunteers, fundraising, and other matters. The organization's policy is not to discriminate on the basis of age, race/ethnicity, gender, gender identity or gender expression, sexual orientation, religion, disability, national origin, citizenship, veteran status or any other basis prohibited by law. This policy applies to any offensive and unwelcome conduct, or harassment, as well as the denial of equal opportunities.

Any person who believes that there has been a violation of this policy should immediately notify any member of the Board of Directors of the TransMentors International.

Nothing in this policy shall, or is intended to, restrict the right of the organization to investigate and screen employees, volunteers, and applicants for those positions, or to terminate employees or volunteers based upon any non-discriminatory reason when the organization believes that doing so is in the best interests of the organization and the people it serves.

Nothing in this policy is intended to be construed or interpreted as a contract between the organization and any other person, and the organ does not intend for this policy to be subject to legal enforcement, except as otherwise provided by law.

CODE OF CONDUCT

Volunteers are vital to the success of TransMentors International programs. With activities that involve trans-identified individuals, including youth, it is incumbent to protect volunteers and the people we are helping.

The following Code of Conduct is intended to safeguard all parties and minimize misunderstandings. All volunteers of TransMentors International, Inc. are considered staff.

YOUTH-SPECIFIC

1. In order to protect TransMentors International staff, volunteers and program participants, at no time during a TransMentors International program may a staff be alone with a single youth where others cannot observe them. As meetings are arranged with youth, they should consider finding suitable locations in public places.
2. Staff shall not abuse youth including, but not limited to, physical abuse, verbal abuse, sexual abuse, mental abuse and neglect. Any type of abuse will not be tolerated and will be cause for immediate dismissal.
3. Staff will use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the youth participant or other youth from harm), and is only administered in a prescribed manner and must be documented in writing.

GENERAL

4. Staff will respond to all persons with respect, consideration and will treat all equally regardless of gender, ethnicity, spirituality, physical ability, sexual orientation or culture.
5. Staff will portray positive role modeling for mentees by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
7. Unintentional contacts with mentees outside of prearranged meetings may occur. There may be situations in which you see your mentee out in public. Since your mentee may be with others who are not aware of their affirmed gender identity, please wait for the mentee to acknowledge you. An exchange of greeting is appropriate but no further contact should occur. Staff must maintain appropriate boundaries with youth in public, social settings.
8. Using, possessing, or being under the influence of alcohol or illegal substances during mentee meetings is prohibited.
9. Staff must appear clean, neat and appropriately attired. You are representing not only the organization, but also the entire trans community. Be respectful of this.
10. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse, and attend training on the subject, as instructed by the Program Coordinator.

I understand that any violations of this Code of Conduct may result in my termination.

Volunteer Signature

Date

TransMentors International Staff Signature

Date

