

INSTRUCTIONS FOR COMPLETING THE VOLUNTEER APPLICATION

Thank you for your interest in serving with Encompass Ministries! Please follow the steps below to complete your application:

1. Print the Application

• DOWNLOAD AND PRINT THE VOLUNTEER APPLICATION FORM.

2. COMPLETE THE APPLICATION

- FILL OUT ALL SECTIONS OF THE APPLICATION COMPLETELY AND LEGIBLY.
- BE SURE TO PROVIDE ACCURATE CONTACT INFORMATION.

3. BACKGROUND CHECK FORM

- COMPLETE THE BACKGROUND CHECK FORM INCLUDED IN THE APPLICATION PACKET.
- This form **must be notarized** before submission. You may use any licensed notary public.

4. RETURN YOUR PACKET

 ONCE YOUR APPLICATION AND BACKGROUND CHECK FORM ARE COMPLETED, RETURN THE ENTIRE PACKET TO US EITHER:

■ BY MAIL:

Encompass Ministries 6551 Commerce Parkway Woodstock, GA 30188

• IN PERSON: DROP OFF AT THE SAME ADDRESS DURING OFFICE HOURS.

5. **NEXT STEPS**

 ONCE WE RECEIVE YOUR APPLICATION, OUR TEAM WILL REVIEW YOUR INFORMATION AND CONTACT YOU REGARDING THE NEXT STEPS IN THE VOLUNTEER PROCESS.

Cherokee Sheriff's Office

Name-Based Criminal History Record Information Consent/Inquiry Form - NCJ

Section 1: Authorization - I authorize the Cherokee Sheriff's Office to process my criminal history record information and release any information pertaining to me which may be in the file of any state, national, or local criminal justice agency to the individual I have specified below. If this information is being released to a business, agency, or organization, the Cherokee Sheriff's Office must have a specific person's name at the business, agency, or organization and the address and the title of the business, agency, or organization. If this information is being released to an individual, the Cherokee Sheriff's Office must have the individual's name and address. (O.C.G.A.§35-3-34) For the Cherokee Sheriff's Office to better serve you, please fill out this form neatly and in its entirety. Do not change, strikethrough, or white out any information. This form is for the Cherokee Sheriff's NCJ consent form for employment, personal inspection, and other NCJ reasons as allowed by O.C.G.A. §35-3-34.

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CHRI as authorized by state and federa	l law. This autho	orization is val	id for 90 days fi	rom date of signature.		
ull Name: (Last, First, and Middle – P	lease Print Legil	oly)				
				Race Abbreviations Asian/Pacific Islander - A		
reet Address City		State Zip Code		Black – B Alaskan Native/American Indian – I		
Date of Birth (MM/DD/YY) SEX (M/	F) RACE**	Social Se	ecurity Number	White – W Unknown – U		
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Authorizing Signature	Da	te (MM/DD/	YY)			
Attorney for Individual (Purpose Code E and U Only)		Bar Number		Date (MM/DD/YY)		
Notary Signature & Stamp		Date (MM/DD/YY)		Driver's License Number (Notary Use Only)		
			Pu	rpose Code Used (check one):		
		N		inquiry may be performed per consent form. ON-CRIMINAL JUSTICE PURPOSES		
Notary Stamp		E Adoption				
		E	Apartment			
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		М	Employment	Employment direct care with Mentally III/Developmentally Disabled		
		N	Employment	Employment direct care with Elderly		
		w	Employment direct care with Children			
		U	Personal Copy (stamp return "personal copy")			
		AGENCY U	SE ONLY BELOV	v		
Data of Inquiru	Time	of Inquiry:		Operator's Initials:		
Date of inquiry:	Date of Inquiry: Time of			Operator's initials:		



6551 Commerce Pkwy Woodstock, Ga 30189

www.Encompassministriesinc.org 770-591-4730

Fax: 678-540-8583

VOLUNTEER

Application Date:

Encompass Ministries is a Christian non-profit organization. Our mission is to apply Christian principles while providing a wholeness approach to people's needs. The food assistance program is available to families in a financial setback whereby food is at-risk in the household. Encompass Ministries "partners" with the families as they work to regain stability. The education divisions of the organization are open to the community.

Thank you for your interest in volunteering with us. We ask that you provide the following information. Please feel free to ask for clarification on any question rather than leaving it blank. Also, a background check will be completed before you begin as part of this application process. We look forward to receiving your information. Thank you.

Name:		Phone – HOME Phone - CELL	Email Address:			
Address:		T Mone CLEE				
How did you hear about Encompass Ministries?		Date of Birth:				
Please check your area(s) of interest:		Shirt Size:				
1) Front Office		6) Organic Garden				
2) Donation Sorting		7) Fundraising / Special Projects				
3) Housekeeping		8) Advisory Board				
4) Building Maintenance		9) Other				
5) My Community Spirit Magazine						
What is your faith?		What is the name of your place of Worship?				
Please list / describe your skills that may benefit the organization:						
Please list your "availability" (days/hou	ırs) Weekly? One-	time Event/Project? Or A	As Needed?			
How many pounds are you able to	ce hours					
lift?	Check if you need Community Service hours (If you are looking for Community Service hours, please complete second section)					
Signature:	Date:					
Emergency Contact Name and Phone:	Relationship to you:					

Section 2: Community Service		
Is your Community Service for school or church?	Is your Community Service court ordered?	
How many hours are you required to serve?	What is the offense? (If applicable)	
Date your Community Service must be completed:		
If this is a group project, please tell us the name of your organization?	Number in the group?	
Please describe the purpose of your Community Service request if it is NO	OT court-ordered (i.e., school/church project):	

Volunteer Areas of Interest: Brief Descriptions

1) Front Office:

- Answer Phones, take messages
- Greet front door visitors: clients and those bringing in donations.
- May include using a copier to reproduce training materials, newsletters must be able to lift 15 pounds
- Computer Projects (Need to know Microsoft Word & Excel.) *Please submit resume*

2) Donation Sorting:

 Process incoming donations following current systems and processes.

3) Client Pantry Attendant:

- Assist clients as they choose groceries.
- Restock shelves as necessary.

4) Recovery Support:

• Someone in recovery who can work with others in recovery.

5) My Community Spirit Magazine: Contributing Writers:

 Freelance articles pertinent to Christian lifestyles. *Please Submit writing examples. *

Distribution:

 Assist in delivering bi-monthly magazines into the community locations.

Lavout:

• Knowledge of InDesign.

*Please submit resume and samples. *

6) Organic Garden:

• Assist in watering, planting, weeding the organic garden.

7) Housekeeping:

• Cleaning office space: vacuum, dust, clean bathrooms, sweep floors, etc.

8) Building Maintenance:

 Assist as needed in repairs and/or small construction projects.

9) Fundraising/Special Projects:

- Good at organizing events, details, and timelines.
- Enjoys networking within the community and is not afraid to ask for community sponsorship.
- As needed when events arise.