



**Employment Record** (list last or present position first)

Date from & to	Name, Address, and Phone	Position	Reason for leaving

**Past Volunteer Experience**

Date from & to	Agency Name, Address, Phone	Contact Person	Hours Completed

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May we contact your present/past employers/volunteer experience? \_\_\_\_\_

Day(s) you will be available for volunteer work \_\_\_\_\_

How many hours are you required to volunteer, if any \_\_\_\_\_

Time(s) you will be available for volunteer work \_\_\_\_\_

Date you can begin volunteer work \_\_\_\_\_

Date you will end volunteer work \_\_\_\_\_

Have you ever submitted fingerprints for a criminal background check \_\_\_\_\_

If so, when/where \_\_\_\_\_

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I voluntarily give this institution the right to make a thorough investigation on my past employment and/or activities, including any criminal background history. I agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies or corporations, supplying such information. I understand that I will be required to follow the personnel policies and rules of this institution and that infractions of said rules may lead to dismissal. I also understand that I may be dismissed for any misstatement or omission of fact appearing on this application form. I further understand that this institution does not discriminate based upon sex, race, religion, age, or physical or mental handicap unrelated to ability to perform the work required.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Drug-Free Workplace**

The Housing Authority of Martin, Tennessee, must certify to the Department of Housing and Urban Development that the Housing Authority will provide a drug-free workplace.

All employees are hereby notified that it shall be unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the Public Housing Agency's workplace.

All employees are required to abide by the above statement and are now required to notify the Housing Authority of any criminal drug statute conviction for a drug violation occurring in the workplace no later than five (5) days after such conviction.

The Housing Authority will notify the department of Housing and Urban Development within ten (10) days after receiving notice of any employee convicted of a violation as described above.

The Housing Authority will, in all situations related to an employee's conviction of a drug violation in the workplace, take one or more of the following actions:

1. Termination.
2. Require the employee to participate in an approved drug rehabilitation program.

Employees are hereby notified that they will at certain times be required to participate in a drug-free awareness program.

Each employee shall sign this notice to certify that he/she has received copy of this notice.

This is to acknowledge that I have received a copy of the Martin Housing Authority Standards of Conduct Policy and that I have reviewed the policies and procedures contained herein with my supervisor and/or his/her designee. I also acknowledge that I have agreed to abide by the company's policies, procedures, practices, rules and regulations described in this policy. I further understand that the taking of drug tests is a condition of volunteer work and refusal to take such exams, if requested, will subject me to disciplinary actions up to and including termination. Finally, I understand that Martin Housing Authority follows the Employment-at-Will policy, which means that my volunteer work may be terminated by myself or the company at any time for any reason, or for no reason at all, with or without cause or notice.

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

- Learning Enrichment Hours 2:30-5:30  
Crossroads Teen Hours 3:30-5:30
- Possible activities of volunteers——tutoring, homework assistance, recreation, arts/crafts..etc
- Dress code— blue jeans and t-shirt is allowed. Tight, low cut, revealing, or drug/alcohol promotional clothing is prohibited. Program directors can send you home at their discretion if they feel as though your attire is inappropriate.
- Conduct– at no time should you as a volunteer be left alone with a child in an unsupervised area (may have to for tutoring reasons). If you encountered any behavior issue with a student you need to bring it to the attention of the program director or staff member. In no circumstance should you pull a student to the side and engage the child in any type of punishment. You are in a volunteer role and should conduct yourself in an respectful manner.
- At any given time MHA has the discretion to relieve you of your volunteer role.
- You must sign in and out on the appropriate volunteer form. Please include the department or particular class you are volunteering for. If for a personal reason write “personal”.

**I have read and understand the above rules and conditions set forth by Martin Housing Authority.**

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**Signature**

**Date**