

# Alef-Bet Child Care, Inc.

## VOLUNTEER APPLICATION

*Alef-Bet supports and believes in promoting equal employment opportunities regardless of race, color, national origin, ethnic origin, citizenship, religious creed, gender, age, marital status, sexual orientation, or disability.*

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone No. (\_\_\_\_) \_\_\_\_\_ Cell Ph. No.(\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**EDUCATION:**

<b>Complete the most applicable</b>			
Middle School _____	Grade _____		
Junior High School _____	Grade _____		
High School _____	Major _____	Yrs. Completed _____	Diploma/YR. _____
College _____	Major _____	Yrs. Completed _____	Diploma/YR. _____
College _____	Major _____	Yrs. Completed _____	Diploma/YR. _____
Other _____	Major _____	Yrs. Completed _____	Diploma/YR. _____

**RELATED EXPERIENCE:**

*Please list most current experience first. Attach any additional information.*

Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 Duties \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Dates of position: from \_\_\_\_\_ to \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 Duties \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Dates of position: from \_\_\_\_\_ to \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
 Duties \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ Dates of position: from \_\_\_\_\_ to \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

**PROFESSIONAL REFERENCES:**

1. Name \_\_\_\_\_ Employer/Company \_\_\_\_\_  
 Job Title \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_
2. Name \_\_\_\_\_ Employer/Company \_\_\_\_\_  
 Job Title \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_
3. Name \_\_\_\_\_ Employer/Company \_\_\_\_\_  
 Job Title \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Have you ever been accused of any form of child abuse?  No  Yes If yes, give particulars: \_\_\_\_\_

Have you ever been convicted of a felony for which a pardon has not been granted?  No  Yes  
If yes, give particulars: \_\_\_\_\_

Have you ever been convicted of a misdemeanor within the past five years (except a first conviction for drunkenness, simple Assault, speeding, minor traffic violation, affray, or disturbance of the peace)?  No  Yes  
If yes, give particulars: \_\_\_\_\_

An applicant for employment with a sealed record on file with the commissioner of probation may answer “no” record with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

*In connection with this application, I consent to Alef-Bet Child Care, Inc. contacting all lawful sources including but not limited to the listed references. I understand that any omission, withholding or misrepresentation with respect to information provided in connection with my application may be cause for denial or immediate termination of volunteer position.*

Date \_\_\_\_\_ Signature \_\_\_\_\_

---

---

Alef-Bet Child Care, Inc. 8 Tremont Street, Cambridge, MA 02139  
Ph. (617) 547-3651 Fax (617) 576-6250 E-Mail: alef-bet@msn.com

### **Notice to Applicants**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition for a position as a volunteer. An employer who violates this law shall be subject to criminal penalties and civil liability.