



Adult & Teen Challenge

Pacific Northwest

Thrift Store VOLUNTEER

Application





Dear Volunteer Applicant,

Thank you for your interest in the volunteer ministry of Adult & Teen Challenge. We are excited to get to know you and your heart for serving the mission of Adult & Teen Challenge.

Adult & Teen Challenge is a non-profit organization that has been in existence since 1958. The volunteer program is a vital part of the success of our overall mission. The gift of time, talent, and treasure are priceless in volunteering. We are excited that you have a desire to join our team. Our staff and Volunteer Coordinator are dedicated to helping you find your best fit for your skills and heart for ministry. We welcome you and pray that you will be blessed in your serving.

As you go through the contents of this packet, you will find the volunteer application and information. Fill out all the paperwork and carefully review all the information so that you have a clear idea of the vision and purpose of our ministry. This will help you see if you are a good fit. If after praying and reading you would like to continue in the process, simply return the forms to our office. Also, fill out the background check authorization form. This process will take about a week to finalize and all information is confidential. As soon as that process is complete, our team will be in contact with you.

We look forward to seeing what God will do through you!

Thank you again.



INFORMATION FOR A SUCCESSFUL VOLUNTEER EXPERIENCE

- ◇ Please arrive promptly as scheduled. The position you fill is very important to the operation of Adult & Teen Challenge. Your faithful commitment means we can count on you to accomplish work that has been specifically set aside for you. If something comes up and you cannot make it, please give us a call as soon as possible.
- ◇ If available, please fill in the volunteer sign in log for the day and time you are volunteering. This helps us track our volunteer hours and provides you documentation of your service.
- ◇ Your Adult & Teen Challenge contact will be the Store Manager, until someone else has been assigned to you. Once you are plugged in as a volunteer, your contact will be the department leader of where you volunteer.
- ◇ Please be wise when interacting with the people we serve. There are some people here who are adept at using people to get whatever they want. Here are some specific guidelines we expect you to follow...
 - ◇ Please report any inappropriate behavior or anything that makes you feel uncomfortable to your supervisor or the Store Manager.
 - ◇ Please wear modest clothing. Men should wear collared shirts, jeans or slacks, or tailored shorts. Women should not wear short skirts, shorts, or revealing clothing.
 - ◇ Please do not give gifts or money to a student. If a student has a material need, please refer them to an Adult & Teen Challenge staff member.
 - ◇ Please do not share personal information (phone number, email, social media account) with students.
 - ◇ Please do not pass along messages for students to anyone outside of the program. Please refer these requests to a staff member.

Thank you for your heart to serve as a volunteer with the Adult & Teen Challenge ministry.

If you have any questions or concerns about these guidelines,
please feel free to contact the Store Manager..



Pacific Northwest Adult & Teen Challenge

Campuses & Ministries

Men's Campuses

Wasilla, Alaska

Billings, Montana

Bend, Oregon

Portland, Oregon

Willamette Valley, Oregon

Pasco, Washington

Renton, Washington

Spokane, Washington

Women's Campuses

Alaska

Missoula, Montana

Eugene, Oregon

Graham, Washington

Adolescent Campuses

Nampa, Idaho

Ministries

Adult & Teen Challenge Residential Program

Life Renewal Clinical Treatment

Living Free Community Groups

Hope Outreach

Thrift Store Locations

Missoula, Montana

Albany, Oregon

Bend, Oregon

Eugene, Oregon

Lebanon, Oregon

Portland, Oregon

Salem, Oregon

Pasco, Washington

Application Received	
Interview Date	
Emailed Date	
Assigned Staff	
Nametag Ordered	



Volunteer Staff Application

Name _____ <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> M <input type="checkbox"/> F </div>	Date Attended Information Meeting _____	
Street Address _____		
City _____	State _____	Zip _____
Email Address _____		
Home Phone Number _____	Business Phone Number _____	Cell Phone Number _____

Personal Information

Education (check all that apply)

Date of Birth _____ Age: _____ Month: _____ Day: _____ Year: _____	<input type="checkbox"/> High School graduate <input type="checkbox"/> GED <input type="checkbox"/> Some College <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelor's Degree – Major: _____ <input type="checkbox"/> Graduate Degree – Major: _____ List any other education, formal or informal: _____
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed Spouse's Name: _____ Yrs. Married: _____ Children's Name: _____ Age: _____ Name: _____ Age: _____ Name: _____ Age: _____ Name: _____ Age: _____	
Do you have a valid driver's license: <input type="checkbox"/> Yes <input type="checkbox"/> No Driver's License Number: _____	

Employment Information

I am: <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student	Occupation: _____ My employer offers a time-off program for volunteer hours School Credit (class: _____)	Employer's Name or School: _____
What is your subject/major: _____		
List other employment experiences: _____		

Background Information

Have you ever been convicted of a criminal offense, excluding minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____
Have you ever been arrested or convicted of child abuse of any crime that is sexual in nature? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____
Do you use tobacco products? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you use any THC products? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you drink alcohol products? <input type="checkbox"/> Yes <input type="checkbox"/> No

Emergency Contact (In the event of an emergency please notify)

Name	Home Phone Number
Relationship	Cell Phone Number

Medical Information

Do you have any medical conditions that would affect your ability to perform your volunteer duties, or that the Volunteer Coordinator should be aware of: Yes No
If Yes, please explain:

Preferences

General area in which I would prefer to serve:

- Office Assistant (General) Student Life Admin Assistant Student Life Friends & Family Assistant
 Student Life Driver Outreach Coordinator Admin Assistant Evangelism Assistant
 Compassion Assistant Prevention Assistant Discipleship Assistant Fundraising Committee
 Marketing & Communications Event/Ministry Reporter GED Tutor Teaching Assistant
 Campus Maintenance Vehicle Maintenance Chapel Speaker Thrift Store Mentorship

How did you find out about our volunteer program?

Why would you like to be involved in this ministry, and if you know, what would you like to do as a volunteer?

Identify your three favorite ways of spending free time (e.g. hobbies, interests, etc.)

1. _____ 2. _____ 3. _____

Name three of your strengths

1. _____ 2. _____ 3. _____

Name three of your weaknesses

1. _____ 2. _____ 3. _____

List three events/accomplishments in your life that you have found fulfilling.

1.
2.
3.

List any type of Christian work or volunteer experience (e.g. with agency, church, bible studies, etc.) to include any involvement with Adult & Teen Challenge.

Church Information

Name	Pastor
City, State	Phone Number

Personal Faith

Have you received Jesus Christ as your personal Lord & Savior? Yes No Not sure

How long have you been a believer in Christ?

References (other than family)

Name	Phone Number	Email
Name	Phone Number	Email
Name	Phone Number	Email

Availability

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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My signature below affirms:

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches or businesses listed in this application to provide you any information they may have regarding my character and fitness for Adult & Teen Challenge Pacific Northwest.

I recognize that if I am selected to serve as a volunteer, I will be seeking to help Adult & Teen Challenge Pacific Northwest fulfill their stated mission of "Evangelizing people who have life-controlling problems." I agree to uphold the policies and guidelines to ATCPNW. I further recognize and support their goal of "initiating the discipleship process to the point where students can function as Christians in society and apply spiritual motivated biblical principles to relationships in their family, local church, chosen vocation and community." As Adult & Teen Challenge Pacific Northwest endeavors to help people become spiritually alive and whole individuals, I recognize my personal conduct can have a great effect on the students who observe my behavior as a leader. I shall therefore endeavor to maintain the highest moral standards set forth in Scripture to encourage the students of ATCPNW. I will also abstain from activities and substances that can cause these brothers and sisters of mine to stumble in their faith in Christ.

Applicant's Signature: _____ Date: _____



Mission & Statement of Faith

Teen Challenge USA's Mission Statement (revised 2001):

To provide youth, adults, and families with an effective and comprehensive Christian faith-based solution to life-controlling drug and alcohol problems in order to become productive members of society. By applying biblical principles, Adult & Teen Challenge endeavors to help people become mentally sound, emotionally balanced, socially adjusted, physically well, and spiritually alive.

Statement of Faith:

- i. We believe the Bible is inspired, infallible, and authoritative written Word of God.
- ii. We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- iii. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miraculous ministry, His vicarious and atoning death, in His bodily resurrection, in His Ascension to the right hand of the Father, in His personal return to earth, at which time he will judge the quick and the dead.
- iv. We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus Christ, and that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- v. We believe in the ordinances of the church: Holy Communion and Water Baptism by immersion.
- vi. We believe the Baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- vii. We believe the redemptive work of Christ on the cross provides divine healing of the human body in answer to believing prayer.
- viii. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- ix. We believe in the Blessed Hope, the imminent return of Jesus Christ followed by his reign on the earth for 1,000 years.
- x. We believe in the resurrection of the saved and the lost, the one to everlasting life and other to everlasting damnation.

As part of my volunteering with Adult & Teen Challenge Pacific Northwest Ministries, I agree to the organization's mission, and agree with the Statement of Faith, adopted and accepted by Teen Challenge National Executive Committee meeting 2/28/1991, revised and approved January 23-24, 2001.

X

Volunteer Signature & Date Signed

Church Affiliation

Church Name	Pastor's Name		
Address	City	State	Zip
Years Attended?	Pastor's Phone Number		



Volunteer Code of Ethics

As a volunteer representing Adult & Teen Challenge Pacific Northwest, I realize that I am subject to a code of ethics. I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do. I hereby agree to the following:

- a. I understand that every student of Adult & Teen Challenge has been given the right of confidentiality by Federal Law and that it is illegal for me to reveal information concerning their participation with our program. Therefore, I will not confirm or deny a student's enrollment, nor will I share information about a student with any individual outside the employment of ATCPNW.
- b. I interpret "Volunteer" to mean that I have agreed to work without financial compensation.
- c. I will work in cooperation and conformance with the goals and objectives of Adult & Teen Challenge Staff.
- d. I realize and understand that I possess abilities, gifts, talents, and assets that my co-workers may not possess and that I shall use these to enrich the work environment and bring glory to the Lord.
- e. I will endeavor to serve Adult & Teen Challenge in a professional manner and assist whenever I can in developing good teamwork.
- f. I believe that my attitude toward volunteer work should be professional.

Signature: _____ Date: _____



Disclosure Form to Obtain Consumer Reports For Employment or Volunteer Purposes

In considering you for employment, and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Adult & Teen Challenge Pacific Northwest ("Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410, Beachwood, OH 44122; or phone 888-946-8355; or website: www.intellicorp.net

For explanation purposes:

- a "consumer report" is a written, oral, or other communication of any 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 or collected in a whole or in part for the purpose of serving as a factor in making an employment related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the even an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action based in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under FCRA.



Personal Data

Last Name	First Name	Middle Name	
Date of Birth	Other Names Used		Years Used
Current Address			
City	State	Zip	Years at this address
Phone Number	Email Address		Social Security Number REQUIRED

I have the right to make a request to **IntelliCorp Records, Inc.**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on my which **IntelliCorp Records, Inc.** has previously furnished within the last two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete.

Printed Name

Applicant Signature

Date



Authorization

I have read and understand the foregoing Disclosure, and authorize Adult & Teen Challenge Pacific Northwest to obtain and rely on consumer reports or investigative consumer reports concerning me obtained from **IntelliCorp Records, Inc.**

By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me.

I also consent to have any legally required notices sent electronically.

I do do not authorize you to contact, through IntelliCorp Records, Inc. *my current* employer for Employment and Reference Verifications. (*Checking "I do" will authorize inquiries to the Human Resources Department and to any listed supervisors.*)

Printed Name

Applicant Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under the age of 18 years old)

Date

Washington State Residents:

Under the Washington Fair Credit Reporting Act, you have the right to ask IntelliCorp Records, Inc. for a written summary of your rights. If you submit a request to Employer in writing, you have the right to get from Employer a complete and accurate disclosure of the nature and scope of the investigating consumer report Employer ordered, if any. If Employer obtains information bearing on your credit worthiness, credit standing, or credit capacity, it will be used to evaluate whether or not you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

Oregon State Residents:

Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that Employer has not maintained secured records is available to you upon request.