



# ETHOS<sup>®</sup> MUSIC CENTER

10 N. KILLINGSWORTH ST., PORTLAND, OR 97217

PHONE: 503-AT-ETHOS FAX: 503-210-0280

WWW.ETHOS.ORG

## VOLUNTEER APPLICATION FORM

### PERSONAL INFORMATION:

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL OR WORK PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

EDUCATION (HIGHEST LEVEL COMPLETED) \_\_\_\_\_ WHAT SCHOOL DID / DO YOU ATTEND? \_\_\_\_\_

WHAT DAYS / HOURS ARE YOU AVAILABLE? \_\_\_\_\_

HAVE YOU WORKED / VOLUNTEERED AT ANOTHER NONPROFIT? WHERE? IN WHAT CAPACITY? \_\_\_\_\_

TELL US WHY YOU WANT TO VOLUNTEER AT ETHOS \_\_\_\_\_

### REFERENCES:

PROFESSIONAL REFERENCE - NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

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PERSONAL REFERENCE - NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**Please read over the following volunteer positions at Ethos, and check any/all positions that you are interested in:**

\_\_\_\_\_ **Teaching Assistant:** assist one of our Music Corps Instructors at one of our partner schools in the Portland metropolitan area. Requires basic knowledge in piano, guitar, choir, percussion, rock band, hip hop music/beatmaking or concert band. Must be able to commit to at least one hour per week for an entire school year (Oct-May). Please indicate musical background/instrument(s): \_\_\_\_\_

\_\_\_\_\_ **Café Assistant:** help our café manager serve customers and keep the café area clean and tidy. Requires food handlers permit and a regular commitment of at least two hours per week for at least three months at a time.

\_\_\_\_\_ **Office Assistant:** assist with data entry, filing and other projects as needed (we especially need office help during the month of September). Requires good organizational skills and attention to detail.

\_\_\_\_\_ **Event Assistant:** represent Ethos at community events and fundraisers as needed.

\_\_\_\_\_ **Summer Camp Assistant:** various positions are available throughout the summer. Must be able to commit at least two hours a day for one entire week (see summer volunteer flyer for more information and dates of camps).

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Please describe any other specific skills that you would be interested in contributing to Ethos (e.g. instrument repair, graphic design, web site maintenance, construction, etc).

Would you like to be added to our volunteer email list for updates on our volunteer needs throughout the year?

yes \_\_\_\_\_ no \_\_\_\_\_

**SCREENING & SECURITY:**

Ethos Music Center is committed to providing children with a safe educational experience. In order to help foster a safe learning environment, Ethos requires that every staff member and volunteer who might have contact with children undergo a criminal background check. This background check must be completed before the prospective staff member or volunteer can begin work/service. Please complete the following questions and sign the “**Acknowledgement, Authorization, and Release**” section. Applications will not be processed unless all sections are complete. Thank you for your help.

HAVE YOU EVER BEEN ARRESTED OR CHARGED FOR ANY OFFENSE? YES \_\_\_\_\_ NO \_\_\_\_\_ WHEN? \_\_\_\_\_ WHERE? \_\_\_\_\_ TYPE OF OFFENSE? \_\_\_\_\_

OUTCOME? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED, ARRESTED, CITED, OR PLED NO CONTEST TO ANY CRIMINAL OFFENSE OR VIOLATION RELATED TO:  
CHILDREN: YES \_\_\_\_\_ NO \_\_\_\_\_ VIOLENCE: YES \_\_\_\_\_ NO \_\_\_\_\_ SEXUAL MISCONDUCT: YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU EVER BEEN FOUND: GUILTY, GUILTY EXCEPT FOR INSANITY, MENTAL DISEASE, DEFECT, ETC., OR NOT GUILTY BY REASON OF INSANITY, MENTAL DISEASE, DEFECT, ETC. IN ANY PROCEEDING IN WHICH YOU WERE CHARGED WITH A CRIMINAL OFFENSE?  
YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU EVER BEEN CHARGED WITH OR UNDER INDICTMENT FOR ANY OF THE ABOVE? YES \_\_\_\_\_ NO \_\_\_\_\_

**CONDUCT POLICIES**

A PROFESSIONAL RELATIONSHIP BETWEEN A TEACHER (OR TEACHING ASSISTANT) AND STUDENT SHOULD BE MAINTAINED AT ALL TIMES. ARRANGED CONTACT WITH STUDENTS OUTSIDE THE CLASSROOM IS INAPPROPRIATE AND THREATENS THE INTEGRITY OF THE TEACHER/ TA-PUPIL RELATIONSHIP. ALTHOUGH YOU MAY BE WELL-MEANING, IT IS NOT ALLOWED, EXCEPT IN EXTREMELY RARE CIRCUMSTANCES WITH THE APPROVAL OF THE ETHOS’ EXECUTIVE DIRECTOR AND THE STUDENT’S PARENT/GUARDIAN.

ALTHOUGH ETHOS HAS NEVER HAD A PROBLEM WITH THIS BEFORE, ETHOS IS EXTREMELY VIGILANT ABOUT ISSUES CONCERNING STUDENTS’ SAFETY. PHYSICAL CONTACT SHOULD BE KEPT TO AN ABSOLUTE MINIMUM, BECAUSE TOUCHING A STUDENT MAY BE INTERPRETED DIFFERENTLY THAN YOU INTENDED BY THE CHILD, HIS OR HER FAMILY OR BY OTHER STUDENTS. YOU MAY TOUCH A STUDENT’S HANDS FOR CORRECT HAND PLACEMENT ON THE MUSICAL INSTRUMENT YOU ARE TEACHING, BUT HUGGING AND OTHER FORMS OF PHYSICAL AFFECTION ARE INAPPROPRIATE AND SHOULD BE AVOIDED WHENEVER POSSIBLE. IN ADDITION, TAKE MEASURES TO ALLOW FOR AMPLE OVERSIGHT BY OTHER PEOPLE. FOR EXAMPLE, IF YOU ARE IN A SITUATION THAT REQUIRES YOU TO BE ALONE WITH A STUDENT, LEAVE THE DOOR OPEN.

**ACKNOWLEDGEMENT, AUTHORIZATION AND RELEASE**

ADVISORY: A CHECK OF THE APPLICANTS CRIMINAL HISTORY MAY BE MADE BY ETHOS MUSIC CENTER, THE SCHOOL DISTRICT, THE OREGON DEPARTMENT OF EDUCATION AND/OR A CRIMINAL BACKGROUND AGENCY TO VERIFY THE RESPONSES TO THE QUESTIONS ON THIS FORM. ALL VOLUNTEERS NEED TO SIGN THE CRIMINAL CHECK AUTHORIZATION BELOW BEFORE THEY CAN START WORKING FOR ETHOS MUSIC CENTER. YOUR COOPERATION IS GREATLY APPRECIATED.

I HAVE READ, UNDERSTAND AND COMMIT TO FOLLOWING THE ETHOS, INC. SAFETY REQUIREMENTS.

I DECLARE THAT MY ANSWERS AND ALL STATEMENTS MADE BY ME HEREIN ARE TRUE AND CORRECT.

I HEREBY RELEASE AND HOLD HARMLESS ALL PERSONS OR ENTITIES, INCLUDING WITHOUT LIMITATION ETHOS MUSIC CENTER ITS EMPLOYEES AND AGENTS, FROM ANY AND ALL LIABILITY WHATSOEVER ARISING FROM OR RELATING IN ANY WAY TO ETHOS MUSIC CENTER, SCHOOL DISTRICT, THE OREGON DEPARTMENT OF EDUCATION OR A CRIMINAL BACKGROUND AGENCY OBTAINING CRIMINAL BACKGROUND INFORMATION ON ME OR ANY ACTION WHICH MAY BE TAKEN BY ETHOS MUSIC CENTER BASED UPON THE CRIMINAL BACKGROUND INFORMATION.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

***\*Please mail or deliver completed application along with a resume and other materials you wish to include to:  
Ethos Music Center • Attn: Volunteer Coordinator • 10 N Killingsworth St, Portland, OR 97217***