



Serving Reno, Rice, Kingman, & Harper Counties  
**VOLUNTEER APPLICATION**

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**Personal Information**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ZIP: \_\_\_\_\_ Resident of Kansas (years/months): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DL#: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

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**PRIOR ADDRESS FOR THE LAST FIVE (5) YEARS (Use back if necessary)**

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

All BrightHouse volunteers must pass a background check, including finger printing. There is also a charge for the check that volunteers are responsible for.

Do you agree to a background check? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been charged in a criminal case? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Do you have any misdemeanors or felonies? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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**Employment Information**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/ZIP: \_\_\_\_\_ Occupation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ May we contact you at work? YES NO

**Providing confidential, non-judgmental support to victims of sexual assault and/or domestic violence and their families**  
*The information contained in this application is confidential and will not be disclosed to any person(s) except to the Executive Director, the Volunteer Coordinator, and all pertinent Board Members as deemed necessary.*

## Education/Special Interests Information

High School Attended: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College Attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Hobbies and Special Interests: \_\_\_\_\_

Are you currently volunteering with any other organization or agency? YES NO

If yes, where: \_\_\_\_\_

Do you speak a foreign language? YES NO If yes, which? \_\_\_\_\_

### References

*Please list three references.*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone / e-mail address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone / e-mail address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone / e-mail address: \_\_\_\_\_

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### Volunteer Requirements

1. Must be 18 years of age or older and be emotionally mature.
2. Attend all required volunteer trainings.
3. Become familiar with the issues of domestic violence, sexual assault, and child abuse.
4. Research the programs and have an understanding of the policy and procedures of BrightHouse.
5. Be dependable in regards to volunteer responsibilities.
6. Maintain a non-judgmental attitude.
7. Exhibit good verbal and listening skills.
8. Maintain confidentiality of clients and other participants.
9. Persons who themselves have been victims of sexual assault or domestic violence are required to wait a period of one year from the time of the assault/abuse to the time they apply.

I understand that my application is subject to review by BrightHouse staff, and that additional interviewing, trainings, and in-services could be required with this volunteer work. I understand that all information I have provided on this application is confidential and is to be used by BrightHouse staff for screening purposes only. I understand that BrightHouse reserves the right to refuse an individual's request to volunteer, in any or all program areas, based on the individual's ability to meet the job requirements, and if applicable, on his or her progress in recovering from sexual assault and/or domestic violence.

**I believe I will be able to meet the above requirements and hereby apply for volunteer status with BrightHouse.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# Volunteer Positions Available

Volunteers are very important members of the BrightHouse team. Volunteers function as an extension of our staff, and together we provide support and resources to clients. Please look the list over and check which area of interest you would like to serve as a volunteer. You can choose as many as you would like.

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## Fundraising Events and Outreach

The agency coordinates fundraisers, sets up a booth at health fairs and community events, and participates in awareness events to promote services and to educate the public. Volunteers help to organize fundraising activities and staff the booths at events in collaboration with agency staff.

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## Staff Care

Our clients are very important, but we would not be BrightHouse without our staff. Maybe you would like to bring our staff a lunch someday or you have special skills or knowledge that would help our staff with self-care.

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## Shelter Maintenance and Upkeep

The upkeep and maintenance of our shelter is very important as this is where our clients who need safe shelter stay. This may include minor maintenance and repairs at our shelter house.

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## Internship

This position shadows and works with our victim advocates. If you are a college student interested in victim advocacy, or are interested in being an advocate someday this would be a good position for you.

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## Board of Directors

Recruitment to our board of directors is ongoing. New board membership begins each January.

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## Kids Group

Every Tuesday evening, BrightHouse facilitates support groups for survivors. While their mothers are participating in group, volunteers are responsible for watching the kids and conducting activities such as playing games or watching movies. Volunteers watch the children in a separate room until the end of support group.

For more information, please call (620) 665-3630

Monday through Friday, 8:00 AM to 4:30 PM or email the Director of Advocacy Services, Nikki Burkhart, at [NikkiB@BrightHouseKS.org](mailto:NikkiB@BrightHouseKS.org)

## Availability

As a volunteer you may choose to volunteer as little or as often as you would like. To get an idea of what positions you may be best suited for, we would like you to list your availability below. Please include specific time frames if necessary.

Day	Mornings	Afternoons	Evenings
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Additional information:

# Kansas Central Repository

## Manual Record Check Request

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This page is used to provide identifying information for one person to be checked. The **Full Name** and **Date of Birth** are mandatory fields; the record check cannot be done without at least those two fields. Please include as much additional information as possible to ensure the best search is conducted. Note that each search permits the addition of one alias or maiden name. If the subject of the search has been known by three or more names, then submit a second record check form for the third name. Searching the first two names will be done in the first record check. The third name search constitutes a new, billable record check. Attach additional copies of this page as needed for more searches. This is not the proper form to use for CERTIFIED record checks. If you require CERTIFIED record checks, print the *Request for Certified Record Check* form found on the KBI Public Access web site: [www.accesskansas.org/kbi/criminalhistory/](http://www.accesskansas.org/kbi/criminalhistory/)

**Requested by:** \_\_\_\_\_ **Executive Director** **Date of Request:** \_\_\_\_\_  
(your printed name in case this page is separated from the first page)

**Identification of the individual to be searched:**

A fingerprint card [is] or [is not] included.

Full Name: \_\_\_\_\_  
Last Name First Name Middle Name (Jr, Sr, III...)

Alias/Maiden Name: \_\_\_\_\_  
Last Name First Name Middle Name (Jr, Sr, III...)

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
MM/DD/YYYY

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
(City, State or Foreign Country)

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Residence: \_\_\_\_\_

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For KBI Use
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Total Payment for ALL searched. Make checks payable to: KBI Record Check Fee Fund

\_\_\_\_ Name searches at \$20.00 per search or \_\_\_\_\_ fingerprint searches at \$29.75 per search = \$ \_\_\_\_\_  
total fee enclosed

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Kansas Bureau of Investigation Attention: Criminal History Records Section 1260 SW Tyler Topeka, KS 66612-1837