

Training & Volunteer Application



Thank you for your interest in the Dispute Resolution Center of Montgomery County (DRC-MC).

The DRC-MC offers equal opportunities to all volunteer applicants. It is committed to equal and fair selection procedures, without regard to race, color, religion, sex, national origin, disability or age. The DRC-MC will give your application every consideration, but this does not mean that the DRC-MC will select you as a volunteer. Montgomery County community needs guide the DRC-MC's volunteer selection process.

Applicant Information	
Name (First, Middle, Last)	
Nickname/Preferred Name:	
Date of Birth (MM/DD/YYYY)	
Street Address:	
City, State, Zip Code:	
Home Phone:	
Cell Phone:	
Work Phone:	
E-Mail Address:	
Preferred Method of Contact?	
How did you hear about us?	
Have you ever applied here before?	() Yes: When? _____ () No
In case of emergency, please contact:	Name: Relation: _____ Phone #: _____
Spouse's Name (if applicable):	
Are you a U.S. Citizen or Legal Alien?	() YES () NO If no, please include A#: _____ Country of Citizenship: _____
Education Information	
High School/GED:	
Jr. College/Technical School:	
Undergraduate School:	
Graduate School:	
Other Degrees, Certificates, or Special Training:	_____ _____
Mediation Training (Please include date received and training facility)	General: (attach copies of Certificate) Family: (attach copies of Certificate)

Employment Information *Please attach a current resume*					
Please note your two (2) most recent paid, volunteer, or internship experiences in this section:					
Current Employer/ Volunteer Organization					
Start Date:					
City, State, Zip Code:					
Supervisor/Phone Number:					
Position:					
Duties:	<hr/> <hr/>				
May we contact this employer?					
Previous Employer/ Volunteer Organization					
Start Date:					
End Date:					
City, State, Zip Code:					
Position:					
Supervisor/Phone Number:					
Duties:	<hr/> <hr/>				
May we contact this employer?					
Are you willing to mediate online?					
Are you proficient in Zoom?					
Are you proficient in DocuSign?					
Professional References					
Please list three (3) professional, non-relative references:					
Name & Company	Position	Phone # & E-Mail Address			
1.					
2.					
3.					
Conviction Disclosure					
Have you ever been convicted of a crime other than a minor traffic offense? (please check one) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain number of convictions, nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation: <hr/> <hr/>					
<i>A conviction will not automatically disqualify you for a volunteer position with the DRC-MC.</i>					
Availability					
The DRC-MC operates Monday through Friday, 8 AM to 5 PM. Mediators must be available for 4 hours for each mediation. Please note which days/hours are you available to volunteer. ✓ Please check your availability below:					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING: 8:30 AM					
AFTERNOON: 1:00 PM					

Special Skills and Qualifications <i>*Please attach a current resume*</i>
Please summarize any special skills, expertise, and/or unique qualities or characteristics you have gained through employment, volunteer work, special training, or other activities.
What do you believe your communication strengths and challenges are?
Please list any and all languages that you are comfortable mediating or translating documents in:
Why do you want to mediate for the Dispute Resolution Center of Montgomery County, Inc.?

By submitting this application, I assert that the facts set forth in it are true and complete to the best of my knowledge and understand that misleading or false information will constitute sufficient cause for the refusal of volunteer appointment or, if already appointed as a volunteer, termination of my volunteer assignment.

I understand that neither the acceptance of this volunteer application, nor the entry into any type of volunteer relationship with the DRC-MC creates an actual or implied contract of any kind. I understand that if I accept a volunteer position with the DRC-MC it will be on an *at-will* basis. This means that the DRC-MC and I have the right to terminate the relationship at any time, for any reason, with or without advance notice.

I authorize the DRC-MC to investigate information concerning my education, employment, criminal history, and all other aspects of my background relevant to my volunteer application. I hereby release the DRC-MC its Board members, agents and staff from all liability arising from such investigation. I understand that passing a background check is a condition of volunteer acceptance.

Date: ____ / ____ / ____

Volunteer Applicant's Printed Name

Volunteer Applicant's Signature

Pledge of Confidentiality

I understand that as staff/intern/volunteer/contractor at the Dispute Resolution Center of Montgomery County (DRC-MC) I will learn confidential and/or privileged information. I understand that I must maintain the privacy and confidentiality of all client, intern, volunteer, contractor, employee and agency information. I recognize the value and sensitivity of confidential and private information and agree to protect the anonymity of the aforementioned individuals in every way possible.

Client Confidentiality

I agree not to divulge information about any client to anyone outside of the DRC-MC. I will not acknowledge a client in public in such a way that publicizes his/her connection with the DRC-MC. Additionally, if I should directly hear or overhear and/or suspect that someone is sharing client information in public, I will notify the Executive Director immediately in order for the situation to be rectified and for the DRC-MC to preserve client confidentiality.

I understand and agree that by law, there is an obligation to disclose confidential information to the appropriate authorities in situations that involve child abuse, elder abuse, and abuse of a person with a disability and threats of harm toward others. If this situation occurs during the course of my responsibilities as staff, intern, volunteer, or contractor, I will notify the Executive Director immediately.

Team Confidentiality

I understand how important it is not to disclose my own personal information or that of any other intern, volunteer, contractor, employee or any other person affiliated with the DRC-MC. I pledge to hold all information (verbal, written, or computerized) concerning anyone affiliated with the DRC-MC in the strictest confidence and will not disclose any information to any third party.

I understand and agree to keep all client, intern, volunteer, contractor, employee and agency information confidential for an indefinite period of time, even if I am no longer with the DRC-MC.

I understand how serious it is to violate this Pledge of Confidentiality and that I am accountable for any harm that results from any unauthorized disclosure of private or confidential information.

I understand that the DRC-MC may terminate its relationship with me and that the DRC-MC Board may take further action against me if any unauthorized disclosure occurs.

I read the above Pledge of Confidentiality and affirm that I will abide by this agreement.

Printed Name: Staff/Intern/Volunteer/Contractor

Date

Signature: Staff/Intern/Volunteer/Contractor