



TEHAMA COUNTY
MENTORING
PROGRAM

1135 Lincoln Street
Red Bluff, CA 96080

(530) 528-7358 : ph
(530) 529-4120 : fax

www.tehamamentoring.org

MENTOR/VOLUNTEER APPLICATION GUIDELINES

1. **Complete Application:** If you have any questions about the application, please contact the Program Coordinator at 530-528-7358.
2. **References:** We will be calling the references you have listed on the application.
3. **Fingerprints:** You can get your fingerprints done at the Tehama County Sheriff's Office. There is no charge to get your live scan fingerprints done. We will be sending it to the Department of Justice and FBI to have checked which takes around two weeks. In addition, you will have a set of fingerprints run for the Police Activities League. As a PAL volunteer you will be eligible for liability insurance for mentor-related activities. Please call the program coordinator for an appointment and paperwork.
4. **Driving Record:** Please fill out the attached DMV record authorization and we will order a copy of your DMV driving record by mail. No waiting in line at the DMV!
5. **Car Insurance:** Turn in proof of automobile insurance with your application. You are required to have the state minimum amount of insurance.
6. **Interview:** Make an appointment with the Program Coordinator for an interview at the Department of Education.

APPLICATION CHECK LIST

Please make sure you have done the following:

- Application completed
- DMV record authorization
- Proof of automobile insurance attached
- Copy of Driver's License attached
- Make appointment for fingerprinting
- Make appointment for Interview

Please remit application to:

Tehama County Department of Education
Mentoring Program
1135 Lincoln St
Red Bluff, CA 96080
or
Fax: 529-4120



MENTOR/VOLUNTEER APPLICATION

(To be completed by child/adolescent's parent or guardian)

Applicant Information

Last Name _____ First Name _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip _____

Home Phone #: _____ Work Phone# _____

How long have you lived at this address? _____

How long have you lived in Tehama County? _____

How long have you lived in California? _____

List each city and state in which you have resided in the last five years:

1. _____ 2. _____

3. _____ 4. _____

Date of Birth: _____ Place of Birth: City _____ State _____

Social Security No: _____ Driver's License No: _____

Religion: _____ Ethnicity: _____

Bilingual: **Yes No** If yes, language(s): _____

Automobile: Make _____ Insurance Co: _____

Family Status (check one)

Single/Dating

Married Date: _____

Widowed Date: _____

Separated Date: _____

Divorced Date: _____

Does your significant other live with you? **Yes No**

Spouse/significant other's name: _____

Spouse/significant other's occupation: _____

How many children do you have? _____

How many boys? _____ How many girls? _____

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What are their ages? _____

Do your children live with you? Yes No

If no, who do they live with and how often are they with you? _____

Volunteer History

Have you ever been a volunteer? Yes No

If yes, where? _____ How long? _____

Have you ever applied to be a Mentor? Yes No

Were you matched with a Mentee? Yes No

If no, why not? _____

Present Employment

Name of Business/Organization: _____

Street Address _____

City _____ State _____ Zip _____

How long have you worked at your present job? _____

What is your position/title? _____

Supervisor's name and title: _____

Previous Employment

(List previous employers in the last 5 years - attach additional sheet(s) if necessary.)

Start Date: _____ End Date: _____

Name of business/organization: _____

Position/Title: _____ How long in position? _____

Reason for leaving: _____



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Start Date: _____ End Date: _____

Name of business/organization: _____

Position/Title: _____ How long in position? _____

Reason for leaving: _____

Start Date: _____ End Date: _____

Name of business/organization: _____

Position/Title: _____ How long in position? _____

Reason for leaving: _____

Education

Name of School _____ Date Attended _____

City _____ Subjects Studied _____

High School: _____

Community College: _____

University: _____

Trade School: _____

Other: _____

Total number of years: _____

Military Service

Did you serve in the military? **Yes No** Dates: From _____ To: _____

Branch: _____ Nature of discharge: _____



REFERENCES

Personal References

List a personal character reference of someone you have known for at least one year and is not related to you.

Last Name _____ First Name _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip _____

Home Phone #: _____ Work Phone# _____

How did you meet? _____

How long have you known this person? _____

Neighbor Reference

List a neighbor who can give a personal character reference about you.

Last Name _____ First Name _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip _____

Home Phone #: _____ Work Phone# _____

How did you meet? _____

How long have you known this person? _____

Employer Reference:

List your current employer/supervisor who can give a personal character reference about you. If retired, or not currently employed, list an employer within the past five years.

Last Name _____ First Name _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip _____

Home Phone #: _____ Work Phone# _____

How did you meet? _____

How long has this person been your employer/supervisor? _____



GROUND-RULES FOR PROGRAM PARTICIPATION

Mentor/Volunteer

1. I understand that seeing my Mentee consistently is one of the most important things I can do as a Mentor. Therefore, I will spend two to four hours per week for one year with my Mentee.
2. I understand that the relationship between my Mentee and me is primarily a one-on-one relationship. Therefore, I will not include other people on the majority of our outings.
3. I understand that I will learn personal information about my Mentee and family members, which I will keep confidential, with the exception of mandatory reporting issues.
4. I will not arrange overnight activities with my Mentee for the first six months of the match.
5. I will inform the parent/guardian of the activity plans and obtain his/her approval.
6. I will not engage in activities that pose risk for injury, such as speeding, not using seat belts, and consuming alcohol or drugs.
7. I will not buy expensive gifts for my Mentee. When in doubt, I will check with the program coordinator.
8. I will maintain regular contact with the agency's coordinator by responding to calls and letters.
9. I will follow agency policies and procedures for "Sensitive Issues".
10. I understand that if I do not maintain regular contact with the coordinator, my match relationship may be reassessed.
11. I understand that if a problem arises with my match relationship and/or my Mentee's parent/guardian, I will contact the program coordinator immediately.
12. If my place of employment, residence, or telephone number changes, I will notify the agency's coordinator immediately.
13. I understand that the agency may from time to time request me to come in for a review of my match relationship. I will respond promptly to this request.
- 14. I understand the importance of properly ending a match relationship. Therefore, I will actively participate in the termination procedure through the closure process.**

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Signature

Date