



SAN MARCOS ACADEMY

Volunteer Application

2801 RR 12, San Marcos, TX

(512) 353-2400 FAX (512) 753-8031

Please send e-mail inquiries to Cindy Brooks at brooksc@smabears.org

San Marcos Academy is an accredited Christian school, which has over a century of history in serving young people in a Christian environment. Because of the unique and special nature of the Academy's mission, individuals associated with the Academy are expected to profess a belief in and commitment to Jesus Christ as Lord and Savior. Conduct that brings embarrassment to the Academy, impedes its credibility, or is inconsistent with a lifestyle normally expected of the Christian faiths is unacceptable. Examples of such conduct include, but are not limited to, the use of or involvement in illegal drugs, profanity, promiscuity, or premarital or extra-marital sex, cohabitation apart from the marriage relationship, homosexual behavior, or interests or pursuits which, in the judgment of the Academy's administration, would be considered incompatible with the Academy's mission. San Marcos Academy does not discriminate on the basis of sex, age, race, color, disability, or national origin.

I have read, and agree that, should I be offered a Volunteer Position or Temporary Employment at SMA, I will abide by the guidelines listed above. I further understand that any position offered is not permanent and does not include any employment benefits.

Signature of Applicant

Date

Position you are volunteering for (i.e., parent volunteer, home stay site, etc.)

* * * * *

PERSONAL INFORMATION:

Full Name (First, Middle, Last)

Date of Application

() _____
Home Phone Number

() _____
Cell Phone Number

Street Address

City, State, Zip Code

E-mail Address

Church Membership

PERSONAL INFORMATION (cont):

Have you been employed by SMA in the past? _____ If yes, list dates _____

Do you have any friends or relatives presently or formerly employed by the Academy? _____ If yes, please identify by name and relationship. _____

Have you ever been convicted of a crime other than a traffic violation? _____ If yes, please explain:

Have you ever been convicted of an action prohibited by the Texas Family Code or a similar code in any state? Yes ____ No ____ If yes, please explain: (Use back of this page, if necessary.)

Have you ever been known by another name? _____ If yes, please list all other names (including maiden name): _____

For potential home stay sites only:

List all individuals, including sex and age, of all individuals living in the home: _____

What sleeping arrangements do you plan to provide to the house guests: _____

What activities does your family enjoy together: _____



SAN MARCOS ACADEMY
Guidelines for Appropriate Conduct of Employees/Volunteers

While acting in your capacity as an employee or volunteer of San Marcos Academy (SMA), the following rules shall apply:

1. Smoking or using tobacco products in the presence of students is prohibited.
2. Illegally using, possessing, or being under the influence of alcohol or illegal drugs shall not occur in the presence of students.
3. Employees and volunteers shall not abuse students through:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a student or any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a student;
 - Sexual advances or sexual activity of any kind between any person and a student;
 - Allowing sexual advances or sexual activity of any kind between students;
 - Infliction or physically abusive behavior or bodily injury to a student;
 - The presence or possession of obscene or pornographic materials at any function of SMA;
4. Employees and volunteers must treat students of all races, religions, and cultures with respect and consideration.
5. Employees or volunteers shall not use or tolerate profanity in the presence of students.
6. Employees and volunteers must be free of physical and psychological conditions that might adversely affect a student's health including, but not limited to, contagious disease.
7. Employees and volunteers will portray a positive role model for students by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
8. Employees and volunteers will be expected to act and react with Christian love and understanding in all situations.
9. Employees and volunteers will do everything in their power to avoid being put in a situation where they are alone with a student.
10. Texas state law requires that all citizens report any suspected abuse or neglect of a child or a youth to age 18 to the Texas Department of Protective and Regulatory Services.

I understand that any violation of this code may be grounds for removal as an employee or volunteer.

Name

Date



SAN MARCOS ACADEMY AUTHORIZATION FORM CONSUMER REPORTS and CRIMINAL RECORDS CHECK

In connection with your rental application, bid or solicitation for a contract, employment application, employment, promotion, reassignment or retention as an employee, consumer reports or investigative consumer reports which may contain public record information may be requested or made on you including, but not limited to consumer credit, criminal records, driving record, education, prior employer verification, employment history including all personnel files, birth records, social security number, date of birth, current and previous residences, character references, worker compensation claims and others. These reports may include experience information along with reasons for termination of past employment. Information from various Federal, State, local and other agencies which contain your past activities will be requested. A consumer report containing injury and illness records and medical information may be obtained only after a tentative offer of employment has been made.

By signing, you hereby authorize and request, San Marcos Academy, without any reservations, that any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, and other persons or agencies having knowledge about you furnish any and all background information in their possession regarding you, in order that your qualifications may be evaluated. You further authorize ongoing procurement of the above mentioned reports at any time during your employment, contract, or tenancy. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original. You may, upon providing proper identification and paying any legally permissible fees, request that the provider(s) or any consumer or investigative consumer reports provide you with a copy of the information on you in its files at the time of your written request.

By signing below, you hereby authorize, San Marcos Academy, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to you, your heirs, family or associates because of compliance with this authorization and request to release information. You may be contacted as indicated below. A copy of this authorization will be given to you, provided you request it in writing.

DOB: _____

Print: Last Name	First	Middle	Suffix (Jr., III, etc. (Month, Day, Year
Email Address: _____			Social Security No. _____
Street Address: _____			Driver's License No. _____
_____			Driver's License State: _____
City, State, Zip _____			Gender: M or F (circle one) Other _____
or Former Names (Maiden, Adoptive, etc.) _____			

SIGNATURE: _____ Date: _____



SAN MARCOS ACADEMY

DRUG ABUSE POLICY

Statement of Purpose and Scope

San Marcos Academy recognizes that alcohol and drug abuse in the work place has become a major concern. We believe that by reducing drug and alcohol abuse, we will improve the safety, health and productivity of employees. The object of our drug abuse policy is to provide a safe and healthy work place for all employees, prevent accidents and comply with Section 7.10 of the Texas Workers' Compensation Act.

The use, possession, sale, transfer, purchase or being under the influence of drugs or alcohol by an employee of the Academy or of an Academy contractor at any time on school premises or while on school business is prohibited. The illegal use of any drug or alcohol is prohibited. Employees must not report for duty or be on school property or on school business while under the influence of, or have in their possession while on school property, any drug or alcohol. The Academy reserves the right to enter and search any Academy-owned property if, there is reasonable cause to do so.

Definition of Drug

For the purpose of this policy, the term "drug," wherever it appears in this policy statement, includes alcoholic beverages as well as inhalants and illegal drugs.

Consequences of Violating the Drug Abuse Policy

Violation of this drug abuse policy will result in one of the following forms of corrective action: Immediate discharge, suspension, probation, oral warning, or written warning. In arriving at a decision for proper action, the seriousness of the infraction, the past record of the employee, and the circumstances surrounding the matter will all be taken into consideration.

Treatment Programs and Employee Insurance

While we do not sponsor or endorse any specific drug or alcohol treatment programs, such programs are available through public and private health care facilities in our area. Affected employees are encouraged to seek assistance for themselves and their dependents. The group health insurance offered to employees and their dependents provides limited coverage for expenses related to drug treatment programs; see your supervisor or refer to the plan description for details.

Education and Training Programs

We do not offer, nor require participation in, drug and alcohol abuse education programs. However, various public and private facilities in our area offer such programs and affected employees are encouraged to seek assistance.

Drug Testing

We do not require drug testing as a condition for employment; however, we reserve the right to conduct drug testing of an employee if conditions warrant.

I HAVE READ AND UNDERSTAND THIS DRUG ABUSE POLICY AND AGREE TO ABIDE BY ITS TERMS AND CONDITIONS.

(Printed name of Volunteer)

Signature of Volunteer

Date



REFERENCE REQUEST

San Marcos Academy asks that you provide the name of at least two personal and two professional references that we may contact prior to your being approved as a volunteer.

Professional:

Name: _____

Phone number: _____

Name of Company: _____

Relationship of you: _____

Name: _____

Phone number: _____

Name of Company: _____

Relationship of you: _____

Personal:

1. Name: _____

Phone number: _____

Name of Company: _____

Relationship of you: _____

2. Name: _____

Phone number: _____

Name of Company: _____

Relationship of you: _____