

**SUPERIOR COURT OF THE STATE OF ARIZONA  
YUMA COUNTY JUVENILE COURT**

Tim D. Hardy  
Director

2440 W. 28<sup>th</sup> Street Yuma, AZ 85364  
Telephone (928) 314-1900 Fax (928) 314-1994

Mark Wayne Reeves  
Juvenile Presiding Judge

**CHANGE BEGINS WITH ME VOLUNTEER APPLICATION**

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

Last

First

Middle

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Do you have a High School Diploma or G.E.D. certificate?       Yes       No

Have you ever been convicted of a felony?       Yes       No

If yes, provide date, city, state and nature of offense: \_\_\_\_\_

Are you currently or ever been employed by Yuma County?       Yes       No

If yes, provide dates employed: \_\_\_\_\_

Do you have any relatives employed by Yuma County?       Yes       No

If yes, give name, relationship and position title: \_\_\_\_\_

Are you a United States Citizen or Legal Resident?       Yes       No

Are you at least 21 years of age?       Yes       No

Current Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please explain why you would like to volunteer for the Change Begins with Me Program?

Do you give authorization to the Yuma County Juvenile Court to fingerprint you and conduct a criminal history search and a background investigation to include Department of Child Safety?

Yes       No

I hereby certify that all information contained in the Application for Volunteer Employment is true, complete and correct. I understand that any omissions, misstatements or falsifications may be just cause or rejection of this application, removal of my name from an eligibility list, or discharge from Volunteer service.

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

Please return completed application to: Yuma County Juvenile Justice Center, Annette Steinberg, HR Specialist  
2440 W. 28<sup>th</sup> Street, Yuma, AZ 85364 W: (928) 314-1821 F: (928) 314-1994

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asteinbe@courts.az.gov

**STANDARDS FOR VOLUNTEER**

1. The person shall be a United States citizen or a legal resident of the United States.
2. The person shall be a least twenty-one (21) years of age.
3. The person shall be a high school graduate or have successfully completed a General Education Development (GED) examination.
4. The person shall have undergone a complete background investigation. The investigation shall attest to the fact the person meets minimum qualifications, has not engaged in conduct or a pattern of conduct that would jeopardize public trust and is of good moral character.
5. The person shall undergo and pass a drug screening.
6. The person shall not have been convicted of a felony or any offense that would be a felony if committed in Arizona.
7. The person shall not be awaiting trial or have been convicted of or admitted committing any offense listed in A.R.S. 8-203.01 as listed below \*, or a similar offense in another state or jurisdiction, whether or not the conviction has been sealed or expunged.

\* Sexual abuse of a minor; Incest; First or second degree murder; Kidnapping; Arson; Sexual assault; Sexual exploitation of a minor; Contributing to the delinquency of a minor; Commercial sexual exploitation of a minor; Felony offenses involving distribution of marijuana or dangerous or narcotic drugs; Burglary; Robbery; A dangerous crime against children as defined in A.R.S. 13-604.01; Child abuse; Sexual conduct with a minor; Molestation of a child.

8. The person shall not be awaiting trial for, or have been convicted of, the following misdemeanor criminal offenses in this state or similar offenses in another state or jurisdiction:
  - (a) A violent misdemeanor offense, including an offense that involves domestic violence;
  - (b) A DUI within the past 36 months, or more than one DUI; or
  - (c) More than one offense committed while legally intoxicated within the past 36 months.

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9. The applicant shall disclose ALL illegal drug usage including, but not limited to:
  - (a) Marijuana; and
  - (b) Dangerous drugs or narcotics as defined in title 13 of the Arizona Revised Statutes.
10. The person has not sold, produced, manufactured, cultivated or transported any illegal substance or drug.
11. The person has not used any illegal substance, including marijuana, while employed as a probation officer or in a position with peace officer status.
12. The person has not been disciplined for more than one incident involving the use of alcohol during any previous employment.
13. The person has not been dishonorably discharged from the United States Armed Services
14. The department may disqualify an applicant for appointment if the applicant has been adjudicated delinquent for a felony offense in this state or a similar offense in another state or jurisdiction, whether or not the adjudication has been sealed or expunged based upon circumstances of the offense, including, but not limited to: (1) age of the applicant at the time of conviction, adjudication or occurrence; (2) the degree of violence and injury or property damage; (3) the applicant's record since the conviction, adjudication or occurrence; and (4) the applicant's qualification for the particular position sought.

I hereby attest that I have read, understand and meet the above Standards for Volunteer.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**INSTITUTIONAL EMPLOYMENT/SERVICE DISCLOSURE**

It is necessary that all employees, contract staff, and volunteers be carefully screened prior to appointment. This includes a review of all prior employment/service with employers that house or provide services to inmates, youths, vulnerable persons, or others in an institutional setting.

**Institutional Employment/Service History**

Have you ever been employed by or otherwise provided services on a contract or volunteer basis in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution defined by 42 USC 1997 (i.e., facility for the mentally ill, disabled or retarded, chronically ill, or handicapped; residential care or treatment facility for juveniles; facility that provides skilled nursing, intermediate or long-term, or custodial or resident care)?

No

Yes- specify all

INSTITUTION NAME		ADDRESS & PHONE #	START DATE	END DATE	REASON FOR LEAVING

**Acknowledgement and Release**

I understand that a background check will be conducted including, but not limited to, prior employment and contract/volunteer service. I understand that, if hired, untruthful or misleading answers or deliberate omissions shall be recommended for rejection of my application, removal of my name from eligible registers, or dismissal, if employed or serving as a contract staff or volunteer. By signing this form, I am acknowledging that the information provided above is accurate and complete and giving my authorization to the release of my information.

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Applicant's Signature

Date

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**SEXUAL MISCONDUCT DISCLOSURE**

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Federal Prison Rape Elimination Act (PREA) standard 115.317 requires the Yuma County Juvenile Court seek disclosure of sexual misconduct from staff and prospective staff at the time of hire as employee, contractor or volunteer and whenever an employee is considered for promotion.

1. Have you ever been employed by or otherwise provided services on a contract or volunteer basis in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution defined by 42 USC 1997 (*i.e., facility for the mentally ill, disabled or retarded, chronically ill, or handicapped; residential care or treatment facility for juveniles; facility that provides skilled nursing, intermediate or long-term, or custodial or resident care*)?

[ ] \_\_\_\_\_ Yes    [ ] \_\_\_\_\_ No  
Initial                      Initial

2. Have you ever engaged in sexual misconduct with an offender on supervision?

[ ] \_\_\_\_\_ Yes    [ ] \_\_\_\_\_ No  
Initial                      Initial

3. Have you ever been convicted of or otherwise found (e.g., civilly, administratively) to have engaged or attempted to engage in sexual abuse/assault in any setting?

[ ] \_\_\_\_\_ Yes    [ ] \_\_\_\_\_ No  
Initial                      Initial

4. Have you ever engaged in any other incident of sexual harassment or sexual misconduct not already addressed above?

[ ] \_\_\_\_\_ Yes    [ ] \_\_\_\_\_ No  
Initial                      Initial

If you answered yes to any of the questions please specify below:

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**Acknowledgement and Release**

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**PRE-EMPLOYMENT AFFIDAVIT**

APPLICANT: \_\_\_\_\_ D.O.B. \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

Arizona law (ARS 8-203.01 and 46-321) and Yuma County Juvenile Court policy require a law (ARS 8-203.01 and 46-321) and Yuma County Juvenile Court policy require ALL Juvenile Court Center staff and volunteers to:

- A. Be fingerprinted as a condition of employment or clearance for access to detention or to work in contact with juveniles. The fingerprints will be submitted to the FBI and local law enforcement agencies for the purpose of determining whether or not criminal records exist.
- B. Certify on forms provided by the Juvenile Justice Center and notarized that the individual is not awaiting trial, had ever been convicted, civilly or administratively adjudicated or admitted committing specific criminal offenses, and meets other pre-employment requirements of the Yuma County Juvenile Justice Center.

**Read the following questions carefully and answer each question to the best of your knowledge:**

1. Are you currently awaiting trial on or have you ever been convicted of or admitted to committing any of the following criminal offenses in this state or similar offenses in another state or jurisdiction?  
(Respond by circling either YES or NO to each of the listed offenses).

- |   |     |    |
|---|-----|----|
| ▪ Sexual abuse of a minor . . . . .   | YES | NO |
| ▪ Incest . . . . .  | YES | NO |
| ▪ 1 <sup>st</sup> or 2 <sup>nd</sup> degree murder . . . . .  | YES | NO |
| ▪ Kidnapping . . . . .  | YES | NO |
| ▪ Arson . . . . .   | YES | NO |
| ▪ Sexual Assault . . . . .  | YES | NO |
| ▪ Sexual exploitation of a minor . . . . .  | YES | NO |
| ▪ Contributing to the delinquency of a minor . . . . .  | YES | NO |
| ▪ Commercial sexual exploitation of a minor . . . . .   | YES | NO |
| ▪ Felony offenses involving distribution of marijuana or dangerous or narcotic drugs . . . . .  | YES | NO |
| ▪ Burglary . . . . .  | YES | NO |
| ▪ Robbery . . . . .   | YES | NO |
| ▪ Child abuse . . . . .   | YES | NO |
| ▪ Aggravated assault resulting in serious physical injury or committed by the use of a deadly weapon or dangerous instrument against a child of 15 years of age or younger. . . . . | YES | NO |
| ▪ Sexual conduct with a minor . . . . .   | YES | NO |

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- Molestation of a child . . . . . YES NO
- Any other crime(s) against a child or children . . . . . YES NO

If you have responded YES to any of the above, please provide specific information regarding your response:

\_\_\_\_\_

2. Are you currently awaiting trial on or have you ever been convicted of or admitted committing any criminal offenses other than those listed in Question #1, not including minor traffic offenses?  
(Include both juvenile and adult arrests) YES NO

If answer was YES, provide specific information as to date, charge(s), and amount of fine(s), length of jail or prison sentence, and length of probation or parole: \_\_\_\_\_

\_\_\_\_\_

3. Are you a parent or guardian of a child adjudicated to be dependent? YES NO

If answer was YES, give details: \_\_\_\_\_

\_\_\_\_\_

4. Are your parents, grandparents, aunts, uncles, first or second cousins, first or second nieces or nephews, brother, sisters, stepchildren, adopted children, natural children, grandchildren, spouse or people with the same relationship through marriage employed at the Yuma County Juvenile Justice Center?  
YES NO

If YES, who and what relationship? \_\_\_\_\_

\_\_\_\_\_

5. Have you ever used any other name(s)? YES NO

If YES, please list: \_\_\_\_\_

My signature on this document affirms that I have answered this affidavit to the best of my knowledge.

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires:

\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

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CERTIFICATION**

I, \_\_\_\_\_ hereby certify that I am not awaiting trial on any criminal matter in any court of law. I have never been convicted of or admitted committing the specific criminal offenses set forth in the pre-employment affidavit to which this certification is attached. In addition I meet the other pre-employment requirements of the Yuma County Juvenile Court.

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

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



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**AUTHORIZATION TO RELEASE INFORMATION**

As an applicant for a position with the Yuma County Juvenile Court Center, I have been asked to furnish information for use in reviewing by background and qualifications. I hereby authorize the Yuma County Juvenile Court Center to investigate my past and present work (including reasons for termination of employment and salary history), character, education, military and police records to ascertain any and all information which may be pertinent to my employment qualifications. I agree to cooperate in such investigation and release from all liability or responsibility all persons and corporations requesting or supplying such information.

You may retain this copy of my signature below. Yuma County Juvenile Court Center may retain this copy of my release for their files. Thank you for your assistance.

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

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

Previous Names Used: \_\_\_\_\_