

COMMUNITY CLUB NEW TUTOR REGISTRATION FORM

6:45pm–8:15pm Thursdays; 1313 New York Ave NW, Washington D.C. 20005

Your Legal Name _____ Preferred First Name/Nickname _____
Cell Phone _____ E-mail _____
Home Address _____ # of Years at Current Address _____
If Less than Five Years, Previous Address _____
Gender _____ Spouse/Partner Name _____
Emergency Contact Name, Phone, E-mail _____

How Did You Find Us? _____
List All Tutors You Know _____

Employer Name and Address _____
Occupation _____ Hobbies _____
College, Major, Degrees _____

If there is an emergency in which I am unable to communicate my medical needs, I give permission for Community Club to arrange for my transport to a medical facility. _____ (initial)

I agree not to hold New York Avenue Presbyterian Church or any tutors or leaders liable for any injuries, physical or psychological, which occur during Community Club activities. _____ (initial)

I give permission for any artwork or photos created by or of me, individually or in a group, to be exhibited as a part of club activities, including the website and printed publications. _____ (initial)

Our children’s safety is our primary concern, so we must ask the following questions. A “yes” does not automatically disqualify you. To discuss any question privately, please as to speak to Phil Telfeyan, Tom Karr, or Shamika Bradley. An additional criminal background check will be conducted on all new tutors. This information is kept confidential.

Please list organizations with which you volunteered during the last five years. Specify those that work with children or vulnerable adults. _____

Please provide contact information for three references, for people **not related to you**, who have known you at least **five years**.

Reference #1 Full Name and E-mail _____
How do you know Reference #1? _____
Reference #2 Full Name and E-mail _____
How do you know Reference #2? _____
Reference #3 Full Name and E-mail _____
How do you know Reference #3? _____

Do you have a valid driver’s license? _____ Has your license ever been restricted or suspended? (if yes, please explain) _____

Have you ever been arrested, charged, indicted, or convicted of a misdemeanor or felony (include moving traffic offenses, and include any DUI/DWI or other adult arrest diverted by a pre-trial probation program)? _____

If yes, please give dates, jurisdictions, and explanations for each. _____

Have you ever been subject to an allegation or disciplinary action that you violated an organization's policy on sexual misconduct? _____

If yes, please give dates, jurisdictions, and explanations for each. _____

Have you ever been asked to leave a program for youth or children? _____

If yes, please give dates, jurisdictions, and explanations for each. _____

Have you used illegal drugs in the last three years? _____

(While not an automatic disqualification, drug use is a concern as it may affect the safety of our students. Ask for Tom Karr of Shamika Bradley to discuss this matter with you privately.)

PLEASE INITIAL THE FOLLOWING:

_____ I will abide by all CC rules/policies in the CC handbook or conveyed by Club leaders.

_____ If requested by my student's parent or guardian, I will notify him or her when I plan to meet with my student at times other than Thursday nights at Study Hall.

_____ I understand that all information I provide may be checked by volunteer leaders.

_____ I agree to release from liability any person or organization that provides information about me, including those I have listed as references. I indemnify and hold harmless New York Avenue Presbyterian Church, its employees, representatives, and agents from all claims or causes of action relating in any manner to the verification of information on this form.

_____ I hereby waive any right I may have to inspect any information provided about me by any person or organization I have listed on this form.

By signing this form, I affirm that the information I have given is true, complete, and correct.

Signature _____ Date _____