



ARLINGTON COUNTY, VIRGINIA
JUVENILE AND DOMESTIC RELATIONS DISTRICT
COURT SERVICES UNIT
ANDREW B. FERRARI ARGUS HOUSE
1527 CLARENDON BLVD
ARLINGTON, VIRGINIA 22209



GEORGE D. VAROUTSOS
CHIEF JUDGE

ROBIN L. ROBB
JUDGE

EARL J. CONKLIN
DIRECTOR OF COURT SERVICES
(703) 228-4600

CHRIS EDMONDS
GROUP HOME MANAGER
(703) 228-3944

Dear Volunteer Candidate

Thank you for your interest in ABF Argus House's Volunteer Program.

As a volunteer or intern with the ABF Argus House, you will have a unique opportunity to gain real-world experience serving the youths and their families in a group home setting.

I have enclosed an application to our program that you may fill out and return to me at the address above. You will also notice that there are four reference letters, which you can give to friends and associates to fill out. Because the references are vital to the application process, please make sure that your contacts return these forms to me as soon as possible.

I look forward to hearing from you soon.

Sincerely,

Chris Edmonds
Group Home Manager

Enclosures



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Confidential Application for Volunteers and Interns

1. IDENTIFYING INFORMATION (Please type or print)

NAME: _____
 (Last) (First) (Middle) (Maiden)

Social Security Number: _____ Race: _____ Sex: _____ Date of Birth: _____
(needed for Police Check)

Local Street Address: _____

City: _____ State _____ Zip Code _____ Home Telephone: _____

Cell Phone: _____ Work Telephone: _____

Email address: _____

2. SCHOOL INFORMATION (Only applies to college interns)

College or University _____ Major, Degree, and Graduation Date _____

Address _____ School Contact _____

City _____ State _____ Zip Code _____ Contact's Phone Number _____

3. PERSONAL INFORMATION

a. Position title that you are applying for: _____

b. Please state why you want to be a volunteer with ABF Argus House (attach a statement if you wish)

c. Describe any work or volunteer experience in this area or with this population:

d. Do you speak a language other than English (please specify): _____

e. Do you object to the Court checking with appropriate public authorities (e.g. police, Courts, motor vehicle departments, etc.), for matters of public record regarding your background or history?

Yes _____ No _____

f. Do you object to the Court checking with appropriate private parties such as: neighbors, friends, acquaintances, and employers, both past and present, for matters pertaining to your social and business background?

Yes _____ No _____

g. Have you ever been convicted of a crime? Yes _____ No _____

If yes, please explain:

h. Please describe your preferred schedule as well as the minimum length of commitment (include months, days of week, number of total hours needed):

4. REFERENCES

Please list the names and addresses of four (4) persons who can vouch for your reputation, character, and morals, and who have known you for at least two years. Please do not use relatives. Give each person one of the attached reference letters with your name on it and ask them to return the letter to the ABF Argus House Volunteer Coordinator.

1. NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____ PHONE: _____

2. NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____ PHONE: _____

3. NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____ PHONE: _____

4. NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____ PHONE: _____

UNDER THE PENALTIES OF PERJURY, I DECLARE THAT ALL OF THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

I understand that, by submitting this application, I authorize inquiries to be made concerning my employment and character for the purpose of determining my suitability as a volunteer. I further authorize the Arlington County Juvenile and Domestic Relations District Court Services Unit to complete record checks through local, state, and national law enforcement, child abuse, and motor vehicle registries. All information will be held in the strictest confidence.

I agree to keep all information and knowledge relating to clients of the Arlington Juvenile and Domestic Relations District Court and their families strictly confidential.

Applicant's Signature

Date

Please mail or deliver this application to:

Chris Edmonds, ABF Argus House
1527 Clarendon Boulevard, Arlington, VA 22209

ANDREW B. FERRARI ARGUS HOUSE

VOLUNTEER/INTERN CONTRACT

Name of Volunteer/Intern: _____

Volunteer Position/Placement: _____

Period Covered by Contract: _____

I agree to keep confidential all information obtained while I am an intern/volunteer with the Arlington Juvenile and Domestic Relations District Court. I realize that this is privileged information and is not to be shared with anyone other than court personnel and those individuals either designated by my supervisor or listed as follows: _____

I agree to:

1. Abide by the ABF Argus House and Court Services Unit policies and procedures, including the dress code
 2. Provide a minimum of ____ hours of service per month.
 3. Consult with my Group Home Manager, Court Psychologist, Family Therapist and/or ABF Argus House Counselor before taking steps to alter the terms of the contract.
 4. Report the number of hours of volunteer work for the previous month by the 5th working day of each month to the Group Home Manager using a time sheet.
Provide the following intern/volunteer services: _____
-

This Court agrees to give you an orientation to the Juvenile Justice System, appropriate training for the volunteer position, and supervision. The Group Home Manager or other group home staff will provide supervision of Intern/Volunteer responsibilities. The Group Home Manager will be available to the Volunteer to discuss any problems that may arise. The Volunteer will keep the Group Home Manager apprised of any significant changes in a client's family life, school performance, and Court. The Intern/Volunteer will let the Group Home Manager know about any major events in the Intern/Volunteer's personal life that may impact job performance. If either party does not abide by this agreement, this contract can be terminated.

The Volunteer is covered by insurance for personal injury incurred while performing Volunteer duties. The Court is not able to give any reimbursement for mileage. This agreement does not obligate in any way the Arlington Juvenile & Domestic Relations District Court to provide permanent employment. This contract shall be reviewed at the end of the contract period by the Group Home Manager and me for the purposes of re-negotiation.

Date: _____

Volunteer: _____

Group Home Manager: _____

REFERENCE LETTER FOR VOLUNTEERS

PLEASE WRITE THE NAME OF THE VOLUNTEER OR INTERN ON THE BOTTOM LEFT-HAND SIDE OF THE ENVELOPE.

_____ (candidate's name) has applied to work as a volunteer for the ABF Argus House Boys Group Home. Because of the sensitive nature of this position, all volunteers are required to submit four letters of recommendation. Please fill out this letter and send it to the address below.

1. How long have you known the above-named person? _____

2. Describe your relationship (i.e. business, personal)? _____

3. Is this person able to make a commitment of at least four months? _____

4. Do you think this person will be able to maintain client confidentiality? _____

5. How does this person handle stress? _____

6. Please comment on person's personal qualities, moral character, etc.? _____

7. What are the candidate's strengths? _____

Weaknesses? _____

Please attach or include below any personal comments that you feel might be helpful to us: _____

9. Your Information: Name: _____

Address: _____

Tel.: (Day) : _____ (Evening): _____

Please forward this reference letter to:
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1527 Clarendon Blvd, Arlington, VA 22209

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10. How does this person handle stress? _____

11. Please comment on person's personal qualities, moral character, etc.? _____

12. What are the candidate's strengths? _____

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