

The Friendship Center of Helena

Crisis Line Volunteer Advocate Position Description and Application

Criminal Background Check Policy

It is the policy of The Friendship Center to conduct a criminal background check on all prospective employees and volunteers, ages 18 and older. The background check includes a SSN search to verify identity and address history, a national crime database search, a sex offender search, and a state-level criminal court search.

Applicants or current paid/unpaid employees are not eligible for employment if they have been convicted of the following:

- Any conviction involving the sale, manufacture, or distribution of a controlled substance
- Any conviction involving bodily harm to another individual or the use of a weapon in the commission of a crime
- Any conviction of illegal sexual activity or indecency
- Any conviction of abuse or neglect of a child

NOTE: Any convictions are to be reviewed and discussed by TFC staff and may result in a decision to hire or not hire the individual involved. If you are aware of any convictions that will be on your report, please feel free to offer a disclosure or explain your record below.

I authorize The Friendship Center staff to conduct a criminal background check of my record.

Signed _____

This day _____

Information needed to complete background check:

Full Name: _____

List other names (alias, maiden, prior name, etc.): _____

Date of Birth: _____

Sex: _____

Social Security Number: _____

Optional: Use this space to explain any portion of your record. If no explanation is necessary, or you prefer not to, simply leave blank:
