



TEHAMA COUNTY  
MENTORING  
PROGRAM

1135 Lincoln Street  
Red Bluff, CA 96080

(530) 528-7358 : ph  
(530) 529-4120 : fax

[www.tehamamentoring.org](http://www.tehamamentoring.org)

## MENTOR/VOLUNTEER APPLICATION GUIDELINES

1. **Complete Application:** If you have any questions about the application, please contact the Program Coordinator at 530-528-7358.
2. **References:** We will be calling the references you have listed on the application.
3. **Fingerprints:** You can get your fingerprints done at the Tehama County Sheriff's Office. There is no charge to get your live scan fingerprints done. We will be sending it to the Department of Justice and FBI to have checked which takes around two weeks. In addition, you will have a set of fingerprints run for the Police Activities League. As a PAL volunteer you will be eligible for liability insurance for mentor-related activities. Please call the program coordinator for an appointment and paperwork.
4. **Driving Record:** Please fill out the attached DMV record authorization and we will order a copy of your DMV driving record by mail. No waiting in line at the DMV!
5. **Car Insurance:** Turn in proof of automobile insurance with your application. You are required to have the state minimum amount of insurance.
6. **Interview:** Make an appointment with the Program Coordinator for an interview at the Department of Education.

## APPLICATION CHECK LIST

**Please make sure you have done the following:**

- Application completed
- DMV record authorization
- Proof of automobile insurance attached
- Copy of Driver's License attached
- Make appointment for fingerprinting
- Make appointment for Interview

**Please remit application to:**

Tehama County Department of Education  
Mentoring Program  
1135 Lincoln St  
Red Bluff, CA 96080  
or  
Fax: 529-4120



## MENTOR/VOLUNTEER APPLICATION

(To be completed by child/adolescent's parent or guardian)

### Applicant Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone# \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

How long have you lived in Tehama County? \_\_\_\_\_

How long have you lived in California? \_\_\_\_\_

List each city and state in which you have resided in the last five years:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: City \_\_\_\_\_ State \_\_\_\_\_

Social Security No: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

Religion: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Bilingual: **Yes No** If yes, language(s): \_\_\_\_\_

Automobile: Make \_\_\_\_\_ Insurance Co: \_\_\_\_\_

### Family Status (check one)

Single/Dating

Married Date: \_\_\_\_\_

Widowed Date: \_\_\_\_\_

Separated Date: \_\_\_\_\_

Divorced Date: \_\_\_\_\_

Does your significant other live with you? **Yes No**

Spouse/significant other's name: \_\_\_\_\_

Spouse/significant other's occupation: \_\_\_\_\_

How many children do you have? \_\_\_\_\_

How many boys? \_\_\_\_\_ How many girls? \_\_\_\_\_

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What are their ages? \_\_\_\_\_

Do your children live with you? Yes No

If no, who do they live with and how often are they with you? \_\_\_\_\_

\_\_\_\_\_

**Volunteer History**

Have you ever been a volunteer? Yes No

If yes, where? \_\_\_\_\_ How long? \_\_\_\_\_

Have you ever applied to be a Mentor? Yes No

Were you matched with a Mentee? Yes No

If no, why not? \_\_\_\_\_

\_\_\_\_\_

**Present Employment**

Name of Business/Organization: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you worked at your present job? \_\_\_\_\_

What is your position/title? \_\_\_\_\_

Supervisor's name and title: \_\_\_\_\_

**Previous Employment**

*(List previous employers in the last 5 years - attach additional sheet(s) if necessary.)*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name of business/organization: \_\_\_\_\_

Position/Title: \_\_\_\_\_ How long in position? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



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Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name of business/organization: \_\_\_\_\_

Position/Title: \_\_\_\_\_ How long in position? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Name of business/organization: \_\_\_\_\_

Position/Title: \_\_\_\_\_ How long in position? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Education**

Name of School \_\_\_\_\_ Date Attended \_\_\_\_\_

City \_\_\_\_\_ Subjects Studied \_\_\_\_\_

High School: \_\_\_\_\_

Community College: \_\_\_\_\_

University: \_\_\_\_\_

Trade School: \_\_\_\_\_

Other: \_\_\_\_\_

Total number of years: \_\_\_\_\_

**Military Service**

Did you serve in the military? **Yes No** Dates: From \_\_\_\_\_ To: \_\_\_\_\_

Branch: \_\_\_\_\_ Nature of discharge: \_\_\_\_\_



## REFERENCES

### Personal References

List a personal character reference of someone you have known for at least one year and is not related to you.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone# \_\_\_\_\_

How did you meet? \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

### Neighbor Reference

List a neighbor who can give a personal character reference about you.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone# \_\_\_\_\_

How did you meet? \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

### Employer Reference:

List your current employer/supervisor who can give a personal character reference about you. If retired, or not currently employed, list an employer within the past five years.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone# \_\_\_\_\_

How did you meet? \_\_\_\_\_

How long has this person been your employer/supervisor? \_\_\_\_\_



## GROUND-RULES FOR PROGRAM PARTICIPATION

*Mentor/Volunteer*

1. I understand that seeing my Mentee consistently is one of the most important things I can do as a Mentor. Therefore, I will spend two to four hours per week for one year with my Mentee.
2. I understand that the relationship between my Mentee and me is primarily a one-on-one relationship. Therefore, I will not include other people on the majority of our outings.
3. I understand that I will learn personal information about my Mentee and family members, which I will keep confidential, with the exception of mandatory reporting issues.
4. I will not arrange overnight activities with my Mentee for the first six months of the match.
5. I will inform the parent/guardian of the activity plans and obtain his/her approval.
6. I will not engage in activities that pose risk for injury, such as speeding, not using seat belts, and consuming alcohol or drugs.
7. I will not buy expensive gifts for my Mentee. When in doubt, I will check with the program coordinator.
8. I will maintain regular contact with the agency's coordinator by responding to calls and letters.
9. I will follow agency policies and procedures for "Sensitive Issues".
10. I understand that if I do not maintain regular contact with the coordinator, my match relationship may be reassessed.
11. I understand that if a problem arises with my match relationship and/or my Mentee's parent/guardian, I will contact the program coordinator immediately.
12. If my place of employment, residence, or telephone number changes, I will notify the agency's coordinator immediately.
13. I understand that the agency may from time to time request me to come in for a review of my match relationship. I will respond promptly to this request.
- 14. I understand the importance of properly ending a match relationship. Therefore, I will actively participate in the termination procedure through the closure process.**

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Signature

Date