



# HEART OF TEXAS Behavioral Health Network

Office Use Only	
Fiscal Year:	_____
Date Received:	_____
Interviewed By:	_____
B /C Completed:	_____
Placement:	_____
Supervisor:	_____

## HEART OF TEXAS BEHAVIORAL HEALTH NETWORK VOLUNTEER SERVICES APPLICATION

### PERSONAL INFORMATION: (Complete all fields)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Birthdate: \_\_\_\_\_ Social Sec. Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Are you presently employed? \_\_\_\_\_ Place of employment: \_\_\_\_\_  
 Current Occupation: \_\_\_\_\_ How long? \_\_\_\_\_

### EDUCATION:

\_\_\_\_\_ GED \_\_\_\_\_ High School \_\_\_\_\_ College/Univ. \_\_\_\_\_ Trade/Vocational  
 YR: \_\_\_\_\_ YR: \_\_\_\_\_ How Long: \_\_\_\_\_ How Long: \_\_\_\_\_

### VOLUNTEER POSITION TYPE: (Mark One)

_____ <b>General</b>	_____ <b>Educational</b>	_____ <b>Community Service</b>
Total Hours per Week: _____	School: _____ Course: _____ Hours Needed: _____ Date Due: _____	Court Name: _____ Hours Needed: _____ Date Due: _____ Offense: _____

\*\*Please attach written documentation of assigned hours.

### PLACEMENT PREFERENCE:

_____ No preference	_____ Direct client contact	_____ No client contact
_____ MH/ADULT	_____ IDD/ADULT	_____ ELDERLY
_____ MH/CHILD	_____ IDD/CHILD	_____ FIRST AVAILABLE

### AVAILABILITY: Please list your available start and end times for each day of the week.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM</b>					
<b>PM</b>					

How often? \_\_\_\_\_ (daily, weekly, monthly)

**REFERENCES:** Please provide two references in the space below. Use non-relatives and at least one professional reference if available.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

Please list any experience you have had, with individuals who have a Mental Illness or Intellectual Disability Disorders (IDD); any previous volunteer experience or previous applicable work experience, and/or any affiliations with other community organizations (i.e. churches, clubs, and non-profits).

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Please list any special skills, training or abilities that you may have; or other languages you may speak.

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Have you had defensive driving within the past three years? \_\_\_\_ Yes \_\_\_\_ No

Can you provide a valid driver's license? \_\_\_\_ Yes \_\_\_\_ No

If you are willing to transport clients, you will be required to furnish a copy of a valid driver's license, current auto liability insurance card, and a copy of your defensive driving certificate.

**Please initial each statement, and sign and date the bottom of the page.**

\_\_\_\_\_ **I understand that this is a volunteer position for which I will not be paid, and that my volunteer status may end at any time with or without notice.**

\_\_\_\_\_ **I agree to complete any required training for my assigned position.**

\_\_\_\_\_ **I understand that information regarding the persons with whom I work is confidential and I must abide by all Heart of Texas Region Behavioral Health Network policies and procedures.**

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

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

**CRIMINAL HISTORY AND REGISTRY CLEARANCES - Contractor Form**

Before a final offer of a contract is made, The Texas Administrative Code, Chapter 414, Subchapter K, effective February 6, 2002 requires local authorities and community centers to obtain criminal history record information directly from the Texas Department of Public Safety (TDPS) on applicants for employment, volunteers, interns, and contract providers.

In addition to obtaining criminal history record information from TDPS, local authorities and community centers must obtain criminal history information on applicants for employment, volunteers, interns, and contract providers who have lived outside the State of Texas at *any time* during the two years preceding the application for employment, internship, contractor or volunteer status. This is obtained through the FBI using a complete set of fingerprints on the official FBI card, (arranged by the Human Resources Department).

This rule also requires the local authorities and community centers to search the Health and Human Services Commission (HHSC) Employee Misconduct Registry and the HHSC Nurse Aide Registry to determine if an applicant, employee, or contract provider is listed in either registry for having abused, neglected or exploited a resident or consumer of a facility or misappropriated a consumers property. If listed as unemployable in the registry the Center cannot employ, contract with or give volunteer status to a prospective or current individual.

This Center will also check the Health and Human Services Inspector General site OIG Exclusion database for individuals and entities currently excluded from participation in Medicare, Medicaid and all Federal health care programs.

In order to process the request to Contract with the Center, the following information **MUST** be completed and returned before the process can continue.

_____ Last Name	_____ First Name	_____ Middle	_____ Maiden Name
_____ List any other names used in employment, schools or colleges			
<b><u>Have you lived outside state of Texas <i>within the past two years</i>:</u></b>			
<b><u>No      Yes      State(s)-</u></b>			
<b>Must Circle Response</b>			
_____ Date of Birth	_____ Sex	_____ Ethnicity	_____ Social Security #
_____ Driver License #	_____ State of License		
_____ Signature of potential Contractor	_____ Date		
ATTACH COPY OF DRIVER LICENSE AND SOCIAL SECURITY CARD		<p align="center">FOR OFFICE USE ONLY</p> RU _____ FY _____ Date Received: _____ Date Processed: _____ Date Completed: _____ Initial: _____	

## LIST OF BARRED OFFENSES

### Taken from the Texas Health and Safety Code, 250.006

The following individuals may not be employed by, assigned volunteer status at or serve as a contract provider at a local authority or community center if:

- (1) an individual has been convicted of:
  - (a) an offense under Chapter 19, Penal Code (criminal homicide);
  - (b) an offense under Chapter 20, Penal Code (kidnapping and unlawful restraint );
  - (c) an offense under Section 21.02, Penal Code (continuous sexual abuse of young child or children), Section 21.11, Penal Code (indecent with a child);
  - (d) an offense under Section 22.011, Penal Code (sexual assault);
  - (e) an offense under Section 22.02, Penal Code (aggravated assault);
  - (f) an offense under Section 22.04, Penal Code (injury to a child, elderly individual, or disabled individual);
  - (g) an offense under Section 22.041, Penal Code (abandoning or endangering child);
  - (h) an offense under Section 22.08, Penal Code (aiding suicide);
  - (i) an offense under Section 25.031, Penal Code (agreement to abduct from custody);
  - (j) an offense under Section 25.08, Penal Code (sale or purchase of a child);
  - (k) an offense under Section 28.02, Penal Code (arson);
  - (l) an offense under Section 29.02, Penal Code (robbery);
  - (m) an offense under Section 29.03, Penal Code (aggravated robbery);
  - (n) an offense under Section 21.08, Penal Code (indecent exposure);
  - (o) an offense under Section 21.12, Penal Code (improper relationship between educator and student);
  - (p) an offense under Section 21.15, Penal Code (improper photography or visual recording);
  - (q) an offense under Section 22.05, Penal Code (deadly conduct);
  - (r) an offense under Section 22.021, Penal Code (aggravated sexual assault);
  - (s) an offense under Section 22.07, Penal Code (terroristic threat);
  - (t) an offense under Section 33.021, Penal Code (online solicitation of a minor);
  - (u) an offense under Section 34.02, Penal Code (money laundering);
  - (v) an offense under Section 35A.02, Penal Code (Medicaid fraud);
  - (w) an offense under Section 36.06, Penal Code (obstruction or retaliation);
  - (x) an offense under Section 42.09, Penal Code (cruelty to livestock animals) or under Section 42.092, Penal Code (cruelty to nonlivestock animals); or
  - (z) a conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed in a-y above

(aa) A person may not be employed in a position the duties of which involve direct contact with a consumer in a facility or may not be employed by an individual employer before the fifth anniversary of the date the person is convicted of:

  - (A) an offense under Section 22.01, Penal Code (assault), that is punishable as a Class A misdemeanor or as a felony;
  - (B) an offense under Section 30.02, Penal Code (burglary);
  - (C) an offense under Chapter 31, Penal Code (theft), that is punishable as a felony;
  - (D) an offense under Section 32.45, Penal Code (misapplication of fiduciary property or property of a financial institution), that is punishable as a Class A misdemeanor or a felony;
  - (E) an offense under Section 32.46, Penal Code (securing execution of a document by deception), that is punishable as a Class A misdemeanor or a felony;
  - (F) an offense under Section 37.12, Penal Code (false identification as peace officer); or an offense under Section 42.01(a)(7), (8), or (9), Penal Code (disorderly conduct).
  - (G) of an offense under Section 30.02, Penal Code(burglary); or
- (2) an individual who has been convicted of a criminal offense that the local authority or community center has determined to be a contraindication to employment, volunteer status or provider status at the entity.
- (3) In accordance with Subsection 250.006(d), a person who is placed on deferred adjudication community service for an offense listed in Section 250.006 is not considered convicted of the offense.
- (4) an individual who is listed as revoked in the Nurse Aide Registry or
- (5) an individual who is listed as unemployable in the Employee Misconduct Registry.