



# GOODWILL HOUSTON

Below is the application process for court-appointed community service. All of the items listed below are required to process your request. Please keep in mind that you must be 16 years old to complete court-appointed community service through Goodwill Houston.

1. Completed court- ordered Community Service application
2. A copy of your court paperwork that specifically indicates exactly what your charge is, and how many hours of community service you need to complete.
3. A completed and signed authorization/ release form.

All of the above information should be faxed to (713) 699-6370 OR scanned and emailed to [volunteer@goodwillhouston.org](mailto:volunteer@goodwillhouston.org), attention Lizeth Del Castillo. Once a completed application is received processing time will take 3-5 business days. Incomplete applications will **not** be processed.

Thank you for choosing Goodwill Houston! We look forward to accommodating your court-appointed community service needs.

(Hours of operation for Community Service are Mon. - Sat. 9:00 am to one (1) hour before close and Sun. 12:00 pm to 5:00 pm)

**Lizeth Del Castillo**  
**HR/Volunteer Coordinator**

Goodwill Houston  
713-699-6367 (office)  
713-699-6370 (fax)

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





# GOODWILL HOUSTON

## COURT ORDERED COMMUNITY SERVICE APPLICATION

PLEASE PRINT CLEARLY (If any information is missing or incorrect, your application may be rejected.)

Name (Last)		(First)	(Middle)	Date Of Birth
Home Address		City	State	Zip Code
Primary Number:			Social Security No	
Alternate Number:				
Charges/Offenses: Please explain the specific reason and/or charge for community service hours (Please attach Court-Ordered documents via email)				
Disability Status: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not wish to answer				
Military Status: <input type="checkbox"/> Active <input type="checkbox"/> Reservist <input type="checkbox"/> Veteran <input type="checkbox"/> N/A				
Number of Hours for Completion:		Deadline for Completion:		
E-mail:		Date:		

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### For Human Resources Only

Authorized By:

Start Date:

Location:

### Volunteer ID #:

Approved:  Yes  No

Time:



# GOODWILL HOUSTON

## Goodwill Industries of Houston Disclosure

I hereby authorize Goodwill Industries of Houston, Inc. and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for community service purposes.

I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas:

Verification of social security number; current and previous residences; employment history including all personnel files; education including transcripts; character references; credit history and reports; criminal history records from any criminal justice agency in any or all federal, state & county jurisdictions; birth records; motor vehicle records to include traffic citations and registration; and any other public records or to conduct interviews with third parties relative to my character, general reputation, personal characteristics or mode of living.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me to Goodwill Industries of Houston, Inc. or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I, hereby, release Goodwill Industries of Houston, Inc., the Social Security Administration, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

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

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



# GOODWILL HOUSTON

## STANDARDS OF CONDUCT FOR VOLUNTEER

Welcome to Goodwill Industries of Houston. Goodwill has proudly been serving the Houston community for over 50 years. Our organization is committed to maintaining a solid reputation and brand with the citizens of Houston.

Goodwill takes a positive approach to interacting with employees and volunteers. As you can imagine, we have experienced almost every kind of situation when it comes to employees and volunteers. Therefore, you must be aware of your responsibilities to the organization, its employees, and program participants.

We are so grateful for our volunteers, but we have also learned that groups of people who are working together require certain guidelines pertaining to their conduct and work relationships. In order for you to help us maintain our reputation and brand, we have listed these guidelines below for you to follow while volunteering your time at Goodwill.

Goodwill reserves the right to terminate your volunteer duties with or without warning or corrective action and with or without cause.

1. Please be courteous to Goodwill employees, customers, and other volunteers or community service workers. We practice The Golden Rule!
2. Please complete assigned tasks. Refusal could result in termination.
3. Theft and/or stashing of Goodwill property will not be tolerated. **We have zero tolerance for theft.**
4. Please show up on time for your agreed shift, or call if you are not going to make it. In addition, please leave the store at the end of your shift. **No loitering!**
5. Goodwill is a family friendly environment. Please refrain from abusive language, profanity or improper behavior while on Goodwill premises.
6. We do not allow cell phone usage during your shift.
7. Dress appropriately for the type of work that you are performing. For safety reasons we require that you wear pants and closed-toe, closed-heel shoes, *i.e.* – *tennis shoes, work boots, etc.* A red, blue, or gray t-shirt or polo is required. No writing or logos.
8. Visible tattoos of any kind are not allowed.
9. We work in a non-smoking, and drug and alcohol free environment. No possession or consumption or being under the influence of alcohol, drugs, and / or controlled substances while on Goodwill premises.
10. Harassment of any kind, including sexual harassment, will not be tolerated. Violation of this policy will result in immediate termination.
11. Volunteers can **NEVER** shop or make purchases during working hours. Store volunteers can shop at their assigned store only on their days off. Managers must ring up all volunteers' purchases.

***I understand the Standards of Conduct and agree to uphold myself to them.***

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_ Date \_\_\_\_\_



# GOODWILL HOUSTON

## Volunteer Waiver & Release of Liability

(One per volunteer, required)

I am aware that volunteering with Goodwill Industries of Houston involves risks of personal injury, property damage, and other risks associated with volunteer service. I understand that I will not be paid for my services as a volunteer. I understand that Goodwill Industries of Houston is not responsible or liable for my personal effects and property and that they will not provide lock up or security for any items.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold Goodwill Industries of Houston, its employees, and its Board of Directors harmless from any and all claims and/or causes of action arising from my participation as a volunteer and travel associated therewith. In the event that I am unable to do so on my own because of an injury, I consent to administration of first aid and other medical treatment in the event of an injury and agree to pay the costs of any such treatment.

I understand that I am to abide by whatever policies, rules and regulations are currently in effect at Goodwill Industries of Houston. I also understand that volunteer work is based on mutual consent and that either myself, or Goodwill Industries of Houston, can end the volunteer relationship at any time without notice. I understand that any confidential information to which I have access is privileged and shall be held in strict confidence. Information will be shared only with Goodwill Industries of Houston staff and then, only as necessary. I understand and agree that in the performance of any duties at Goodwill Industries of Houston. I must, in accordance with agency policy, hold such information in confidence. I understand that any violation of the confidentiality of such information may result in termination of my partnership with the agency.

By signing, I acknowledge that I have carefully read and fully understand everything written on this form and I am voluntarily signing this waiver and release of liability agreement between myself and Goodwill Industries of Houston as my own free act.

Print Name \_\_\_\_\_ Sign Name \_\_\_\_\_ Date \_\_\_\_\_

**If the volunteer is a minor this form must also be signed by a parent or guardian.**

I understand that my child named above wishes to be considered for volunteer work and I hereby give my permission for them to serve in that capacity, if accepted by the agency. I understand that they will be provided with training necessary for the safe and responsible performance of their duties and that they will be expected to meet all the requirements of the position, including regular attendance and adherence to agency policies and procedures. I understand that they will not receive monetary compensation for the services contributed.

Guardian's Name \_\_\_\_\_ Signature \_\_\_\_\_  
Nature of relationship to volunteer \_\_\_\_\_ Date \_\_\_\_\_

## PHOTO RELEASE FORM, AUTHORIZATION AND CONSENT

I, \_\_\_\_\_, being either of legal age to consent or the legal parent or guardian of, a minor child (or person unable to consent on his or her own behalf, hereinafter the "Minor") hereby grant to Goodwill Industries® of Houston (Goodwill), the right and permission to use my photograph in all of the following media EXCEPT (please check exceptions)

- |                     |              |                     |               |                            |               |              |
|---------------------|--------------|---------------------|---------------|----------------------------|---------------|--------------|
| Goodwillhouston.org | e-newsletter | Employee Notes      | Goodwill Gala | Moreton Achievement Awards | Annual report | Golf Classic |
| Trucks and trailers | Posters      | General advertising | Billboards    | General Photographs        | Fact sheets   | Facebook     |
| Flickr              | YouTube      |                     |               |                            |               |              |

The consent shall remain in effect unless I revoke it in writing.

I understand that I may revoke this authorization by submitting a written request to: Communications and Marketing, Goodwill Industries of Houston, 1140 West Loop N, Houston, TX 77055. I understand that, if I revoke this authorization, my revocation will not have any effect on actions already taken by Goodwill in reliance on my authorization. I will not disaffirm or disavow this consent and permission on the ground that I was unable to enter a binding contract on the date of execution hereof or any similar grounds whatsoever, or endeavor to recover from Goodwill or any of its member organizations, any sums for being depicted in the above-mentioned media. I understand that the information used or disclosed may be subject to disclosure by the person(s) or class of person(s) receiving it and no longer protected by the federal privacy regulations.

By signing below, I certify that I have read and I understand the above Release Form, Authorization and Consent, I have been given the opportunity to have my questions answered, and I have been informed that Goodwill must give me a copy of this document once it is signed if I request a copy.

\_\_\_\_\_  
Signature of Consenting Adult

\_\_\_\_\_  
Description of Representative's Authority, if applicable

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date