

Fill Able PDF instructions

- The attached application is a PDF fill able document, PDF files are a standard file format for sharing documents electronically. **If you do not have Adobe Reader 8.0 or newer on your computer**, you can download it free on the web just Google . Adobe Reader.
- Open this file by double clicking it with your mouse, as soon as it is opens you should: Go to the File tab and complete a **[save as]** naming the file with your last name first name and a dot PDF, i.e. [Smith John.pdf] the .PDF extension tells the computer what program it needs to use to open the file all user files end with a [.] The dot and 3 letters indicate the type of file and tells the computer what program opens the file. Be sure to write down the location where you are saving the file and periodically save it as you fill it in. You will be attaching it to an email to send back to DOCS and maintaining a copy for yourself.
- The fields in the document you need to fill in are highlighted in blue, please fill in all blue highlighted fields except those in the official use only box. If the question does not apply to you type in N/A so we know you did not just miss the question.
- Click with your mouse into the first blue field notice a white window will open with help in what needs to be entered in the field. Type your responses in, when you have completed the field hit the TAB key to move to the next field or click in it with the mouse.
- Check boxes can be checked by clicking with your mouse, some fields you can check more than one box, some are fields are either or and are linked so that checking one will uncheck the other.
- In question # 1 you will choose Ongoing (a volunteer who enters a facility or combination of facilities more than 4 times a year, occasional (A volunteer who enters a facility or combination of facility’s 4 or less times a year or onetime, This will determine the requirements of the application process.

Ongoing	Occasional and Onetime
Application 3080 Interview Form 3082 2- References forms completed 3081 Codes of Conduct signed Prisoner Rape Elimination Act (PREA) signed Inmate Reference Letter Memo signed. Volunteer Orientation A copy of your drivers license Fingerprinting required Annual TB test Required DOCS Photo ID required If you are part of an organization You will need a community group endorsement letter.	Application 3080 Codes of Conduct signed Prisoner Rape Elimination Act (PREA) signed Inmate Reference Letter Memo signed. A copy of your drivers license If you are part of an organization You will need a community group endorsement letter.

- Religious volunteers should provide as one of their references the name their pastor or denominational leader. To save time you can have submit letters at your orientation.
- Criminal history – you must include on your application details of all arrests. The information you provide must match the information returned to us by the Employee Investigation Unit.
- Occasionally incidents reported will show that here has been no court disposition. This can happen when charges where dropped but the information was not reported by the court. You may be required to provide a report of disposition from the court if this occurs. If you have reported any criminal history you will need to make an appointment to have your fingerprints taken as soon as possible.
- You can digitally sign the application by clicking in the signature field and following the instructions, or you can sign the application and mail it in.

- **The application MUST BE SIGNED on page 3&5 of the 3080 whether you reported criminal history or not. The PREA, Code of Conduct for Volunteers, and inmate reference letter memorandum must all be signed.**
- When you have completed the application you should send an email to the Supervisor of Volunteer services attaching the application to the email.

Rick Downey, Supervisor of Volunteer Services

Greene Correctional Facility

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Fax Extension 2099

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