

## **VETERANS COURT MENTORS**

A vital aspect of the Veterans Court program and insuring the success of our veterans is its team of volunteer veteran mentors. This pool of mentors includes those who have served in various conflicts and branches of the United States Armed Services. While in court, the veteran will be assigned a mentor who will discuss any ongoing problems or issues of interest. The role of the mentor is to act as a coach, guide, role model, advocate and a support person for the individual veteran participant with whom he/she is working. As the mentor works with the veteran, they problem-solve existing issues, bringing them to the attention of the court for assistance in resolution if necessary.

The goal of the mentor is to foster a relationship of confidence with the veteran. This helps the veteran to accomplish their treatment goals and improves their chances for law-abiding behavior in the future. The mentor is intended to encourage, guide, and support the veteran as they progress through the court process. This can include listening to the concerns of the veteran and making general suggestions, assisting the veteran to determine what their needs are, and acting as a support for the veteran at a time when they may feel alone in a way that only another veteran can understand.

### **Confidentiality**

Confidentiality is an essential piece of successful monitoring. Participants need to know that their testimony and their mentoring session with a mentor are highly secured and confidential. The mentor must be protective of sensitive information given to him/her by the Court, Veteran, or Veteran's Court Case Manager and not reveal any information except as may be required by the court unless in a situation where safety of the participant or another human being may be at risk. In those critical situations, the mentor must make emergency contacts to prevent harm.

### **Eligibility Policy**

Each veteran mentor must meet the eligibility criteria as established by the Court, including the completion of an Application Forms required by the State of Alabama for court volunteers and Veteran's Court protocol and completing the screening process. The basic requirements include:

1. Be a veteran of one of the branches of the United States Military, including the Army, Marine Corps., Navy, Air Force, Coast Guard, or their corresponding Reserve or Guard Branches. Those with dishonorable or bad conduct discharge are not normally eligible, except in exceptional circumstances.

2. Adhere to all of the policies and procedures as established by the court.
3. Commit to participation for a minimum of 6 months to a year.
4. Complete the required training procedures.
5. Completion of a criminal background check or driving record check

### **Mentor Duties**

Each Veteran Mentor must commit to the following duties. These include

1. Be honest with the Court, Veteran and Veteran's Compliance Panel at all times
2. Attend court sessions when scheduled.
2. Participate in and lead mentoring sessions with veterans when assigned by the Judge.
3. Be supportive and understanding of the difficulties veterans face.
4. Assist the veteran as much as possible to resolve their concerns around the court procedures as well as interactions with the Veteran's Administrative System.
5. Be supportive and helpful to the other mentors within the program.
6. Arrange recognition events for Veteran
7. Make recommendations for ongoing training

**MENTOR APPLICATION**

Full Name Last: \_\_\_\_\_ First: \_\_\_\_\_ MI \_\_\_\_\_

Phone (cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Branch of Military \_\_\_\_\_ Specialty \_\_\_\_\_  
and years of service

Type of Discharge \_\_\_\_\_

Do you currently have pending charges  
in this or any other jurisdiction?       yes       no

If so, indicate charges and jurisdiction: \_\_\_\_\_

Do you have reliable transportation?       yes       no

Are you available on Friday Mornings for Court Appearances  yes       no

What motivated you to participate as a Mentor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What talents or skills do you have that would make you a Good Mentor? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify that the information contained in the application is true and correct. Further, I have read and understand the above information and agree with the above cited rules and policies required of Mentors for Veterans Court. I also hereby give permission to the entities involved in the Veterans Court program, including the Judge, the Prosecutor, the staff of any forgoing, including the local law enforcement to verify the information provided and to perform a background check.*

***I understand that this application and the information contained therein shall be kept in the office of Judge Ruth Ann Hall and will not be disclosed except for the purposes referenced above. I also understand that this Application does not create a contract, employment or agency relationship nor am I guaranteed to be selected as a Volunteer Mentor. I further understand that any intentional omission or misrepresentation of fact in this Application may result in refusal or separation as a Volunteer Mentor.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

# Application for Volunteer Services

## ADMINISTRATIVE OFFICE OF COURTS



RETURN TO:  
Human Resources Division  
Administrative Office of Courts  
300 Dexter Avenue  
Montgomery, AL 36104-3741

**We Are An Equal Opportunity Employer**

**PART I. - APPLICANT IDENTIFICATION**

Social Security Number

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First Name

--

M.I.

--

Last Name

--	--	--

Area Code

--	--	--

Phone Numbers

Work:				Home:			

Mailing Address (Street Number / Name, Apt. Designation or RFD)

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City

--

County

--

State

--	--

Zip Code

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Are you currently working within the Unified Judicial System?  Yes  No

**PART II. - INDICATE ANSWER BY PLACING AN "X" IN THE PROPER BOX**

1. Have you ever been discharged or forced to resign from a position?  Yes  No
2. May inquiries be made of your present and/or past employers regarding character, qualifications, or work performance?  Yes  No
3. Have you ever been convicted of a crime or violation other than a "minor" traffic offense? If yes, explain charges, where convicted and dates below.  
 Yes  No \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART III. EDUCATION AND CERTIFICATIONS - Give Your Complete Educational History**

Did you graduate from high school or pass the high school equivalency test? Check your answer  Yes  No

LEVEL	NAME & LOCATION	DATES				YEAR of COMPLETION	CRED. HOURS	DID YOU GRAD?	DEGREE OR DIPL. & DATE	MAJOR SUBJECT
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Elementary or High School										
College										
Graduate or Professional										
Other Education, Intern., etc.										

1. List field of work for which you are licensed, registered, or certified. Give date and source of issuance.

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Alabama county where I am primarily interested in working:

(Optional) Other Alabama counties where I will accept employment:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Items below to be completed by Human Resources

1. 



      2. 



      3.

Note: A felony conviction will bar employment in law enforcement and certain judicial positions. The disclosure of a misdemeanor will not automatically result in disqualification from employment. Criminal histories will be submitted to the National Crime Information Center (NCIC) for verification. Failure to disclose a conviction may be considered grounds for disqualification. For these reasons, applicants should be careful to disclose ALL criminal convictions.

Answer questions for each period of employment; include previous employment with the State of Alabama, military service, and related volunteer work. Failure to give complete information will result in rejection of your application. Begin with your present or last position. If more space is needed, use a continuation sheet (page 3).

**A. Title of present or most recent position** \_\_\_\_\_ **Starting Salary** \_\_\_\_\_ **Last Salary** \_\_\_\_\_

Date employed			Name & Title of supervisor _____ No. emp. superv. by you _____
Date separated			
Full-time	Yrs.	Mos.	Employer _____ Address _____
Part-time	Yrs.	Mos.	
If part-time, no. of hrs. worked /wk.			Duties _____

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

**B. Title of next most recent position** \_\_\_\_\_ **Starting Salary** \_\_\_\_\_ **Last Salary** \_\_\_\_\_

Date employed			Name & Title of supervisor _____ No. emp. superv. by you _____
Date separated			
Full-time	Yrs.	Mos.	Employer _____ Address _____
Part-time	Yrs.	Mos.	
If part-time, no. of hrs. worked /wk.			Duties _____

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

**C. Title of next most recent position** \_\_\_\_\_ **Starting Salary** \_\_\_\_\_ **Last Salary** \_\_\_\_\_

Date employed			Name & Title of supervisor _____ No. emp. superv. by you _____
Date separated			
Full-time	Yrs.	Mos.	Employer _____ Address _____
Part-time	Yrs.	Mos.	
If part-time, no. of hrs. worked /wk.			Duties _____

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

**CERTIFICATION AND CONDITION OF EMPLOYMENT AGREEMENT**

I certify that the statements on or attached to this application are true and correct to the best of my knowledge. I know that any false statements may cause me to be denied employment, the chance for testing, to be removed from an employment register, or to be released from employment. I authorize the release of all prior employment, military service, academic/school and criminal records. If employed, I agree, consistent with applicable laws, to receive compensatory time off in lieu of overtime cash compensation. I also certify (if applicable) that I have enclosed proof of my service registration in compliance with Act 91-584.

Date \_\_\_\_\_

Applicant's Signature : \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND RESEARCH**

(Federal Employment Opportunity Reporting and Research requires the following Information which is not used to evaluate your application.)

Date of Birth             

Sex    Male     Female     U.S. Citizen    Yes     No

Social Security #               

1. White     4. Black  
 2. Oriental/Asian     5. Hispanic/Latino  
 3. Native American

\*Act 91-584 mandates that persons required to register with the U.S. Selective Service System (i.e., male citizens of the U.S. between the ages of 18 and 26) furnish proof of registration before any offer of employment, promotion, or advancement may be made by the State of Alabama.

A copy of the Selective Service registration must accompany this application.

<b>S P E C I F I C  P R O G R A M  I N F O R M A T I O N</b>		Yes (X)	No (X)	<b>AVAILABILITY SCHEDULE</b>								
	Are you willing to make a two year commitment?			<b>DAY</b>	<b>SUN</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>SAT</b>	
	Do you have a valid Alabama driver's license? (optional) If yes, the driver's license # _____			<b>HOURS: from</b>								
				<b>HOURS: to</b>								
	Are you fluent in a language other than English?			List additional languages								
	Are you associated with/related to anyone in the justice system or anyone involved in the program you are applying to?			GIVE DETAILS (use additional paper, if necessary)								
	Have you, or a member of your family, been involved in juvenile court proceedings? (optional)											
	<b>HOW DID YOU LEARN ABOUT OPPORTUNITIES IN JUDICIAL VOLUNTEERING?</b>											
	WHY DID YOU CHOSE TO APPLY AS A JUDICIAL VOLUNTEER? (Use additional paper, if necessary)											
	<b>WHAT TYPE OF VOLUNTEER WORK DO YOU WISH TO PERFORM?</b>											

<b>CHARACTER REFERENCES (exclude relatives)</b>	<b>ADDRESS</b>	<b>TELEPHONE NUMBER</b>
<b>NAME</b>		

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**STATEMENT**

I, the undersigned, hereby

- understand that all the information requested will be for confidential use in determining my placement in the program.
- understand that I must complete all training required to maintain my position in the program, if accepted;
- acknowledge that, to the best of my ability, all the information given on this form is true and correct.
- authorize the Unified Judicial System to obtain a complete criminal background check (please see Release Form).

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## REQUEST TO CONDUCT CRIMINAL BACKGROUND INVESTIGATION

As \_\_\_\_\_, I request that a criminal background check or investigation be conducted on the applicant named below for purposes of evaluating this applicant for employment in the position stated below.

I understand that no offer of employment will be or can be extended to the applicant until after written approval signed by Director or Assistant Director of the Human Resources of the AOC authorizing the employment of the applicant is obtained.

**Position/Job Title** \_\_\_\_\_

**Full Name of Applicant/Volunteer** \_\_\_\_\_

**Social Security #** \_\_\_\_\_ **Driver's License No.** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Sex** \_\_\_\_\_ **Race** \_\_\_\_\_

**Current Address** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**  
(Signature denotes authorization from applicant to conduct background check)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print/Type Name of the official making the request**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of the official making the request**

**Form should be forward to:**  
**Attn: AOC Human Resources Department**  
**Mittie J. Chappell, Director of Human Resources**  
or  
**Vonda C. Sanders, Asst. Director of Human Resources**  
**300 Dexter Avenue**  
**Montgomery, Alabama 36104**

Do not write below this line. For AOC HR Personnel Use Only

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**Results:** \_\_\_\_\_ **Approved for hire** \_\_\_\_\_ **Disapproved for hire** \_\_\_\_\_

**Date of Results:** \_\_\_\_\_

**Signature of HR Personnel Conducting Background Check:** \_\_\_\_\_

**PLEASE ALLOW 14 CALENDAR DAYS FOR PROCESSING**