

HARBOR INTERFAITH SERVICES, INC.

VOLUNTEER APPLICATION

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () _____ Cell Phone: () _____

Email Address: _____

Birthdate: _____ Age: _____

How did you hear about the Volunteer opportunities at Harbor Interfaith Services, Inc.?

What interested you to become a Harbor Interfaith Services, Inc. Volunteer?

Have you volunteered for any other organizations?

Organization: _____

Position: _____

Dates: _____

Supervisors Name: _____

Supervisors Phone Number: _____

For Office Use Only:

Received Application: _____ Received By: _____ Accepted: Y N

(Date)

(Initials)

Have you ever volunteered at Harbor Interfaith Services (individual or group)?

AVAILABILITY

Please indicate with a check the date and times you are available to volunteer. This gives Harbor Interfaith Services, Inc., an idea of your availability and the opportunities that may work with your schedule.

| | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|-----------|-----|-----|------|-----|-------|-----|-----|
| Morning | | | | | | | |
| Afternoon | | | | | | | |
| Full Day | | | | | | | |

GENERAL DESCRIPTIONS OF VOLUNTEER OPPORTUNITIES:

Please check all the positions you are interested in. Most are available on an AS NEEDED BASIS.

| | | | |
|--|-------------|--|----------------------------|
| | Food Pantry | | Clerical Support |
| | School Age | | Shelter |
| | Preschool | | Transitional |
| | Infant Room | | Development/Administrative |

Describe any interest, hobbies, or skills that are relevant to the volunteer position(s) that interest you.

EDUCATION:

Highest Level of education: _____

Are you fluent in any languages other than English? _____

EMPLOYMENT HISTORY - CURRENT OR MOST RECENT POSITION

Place of Employment: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____ Duties: _____

Supervisor's Name: _____ Phone Number: _____

Employment Dates: From _____ To _____

REFERENCE:

Please name someone who is NOT related to you or living with you.

Name: _____ Relationship: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

Circle One:

Personal or Professional Reference

EMERGENCY CONTACT INFORMATION

Please list someone we can contact in the event of an emergency.

Name: _____ Relationship: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

ACKNOWLEDGEMENT

Have you ever been convicted of a crime other than a traffic violation? YES NO

Please exclude convictions that have been sealed, expunged, or legally eradicated and misdemeanor convictions for which probation was successfully completed or otherwise discharged, and the case was judicially dismissed. A conviction is not an automatic bar to volunteer service. Each case will be considered on its own merits.

If yes, please explain: _____

The information in this application is true and complete, and I have not knowingly withheld any information. I understand that misrepresentation may be cause for dismissal. I authorize verification of all information contained in this application.

As a volunteer at Harbor Interfaith Services, Inc. I agree to follow all Harbor Interfaith Services, Inc. guidelines and policies. I am aware that Harbor Interfaith Services, Inc., has the right to release me from service at any time, just as I have the right to withdraw from volunteer service at any time. I further understand all information encountered during any of my volunteer work must be kept confidential.

Applicant's signature

Date

Thank you for your interest in Harbor Interfaith Services, Inc.

VOLUNTEER CONDUCT AND CONFIDENTIALITY AGREEMENT

I, _____, as a volunteer of Harbor Interfaith Services (HIS), agree to the following

A. VOLUNTEER CONDUCT

1. While working as a volunteer, I will not be under the influence of alcohol or drugs, nor will I bring any of these items onto the premises. Violation of this condition is cause for immediate dismissal.
2. I will respect the privacy and dignity of clients and staff at all times. I understand that abuse or harassment of any kind towards anyone at HIS is grounds for immediate dismissal.
3. I agree to conduct myself in a professional manner, both on and off duty while visiting HIS. I further agree to work and act only within the scope of my volunteer assignment as agreed upon between my supervisor.
4. I agree to bring any problems or conflicts, with either clients or staff, that are beyond the scope of my volunteer service or ability, to the immediate attention of

9. I agree to comply with all policies, procedures and regulations established by HIS and communicated to me via the Volunteer Handbook and general orientation.

B. CONFIDENTIALITY

1. I understand that in the course of my service for HIS, I may learn certain facts about clients, staff, and donors of HIS, which are of a highly personal and confidential nature. Examples of such information are phone numbers, finances, personal relationships, etc. I understand that all such information, including the identity of the individual, must be treated with total confidentiality and must remain confidential even after my service at HIS terminates.
2. I understand that personal and confidential information is to be discussed only with appropriate people on a need-to-know basis.

I hereby acknowledge that I have received and read Harbor Interfaith Service's Handbook and the job description(s) relevant to my specific volunteer assignments. I also acknowledge that I have received a proper orientation to the agency's purpose and function, as well as the Volunteer Program's expectations of me. I understand that failure to do so may result in termination of my service to HIS.

Volunteer Signature

Date

Volunteer Coordinator

Date

Name: _____

SPECIAL SKILLS/EXPERIENCE

- Career/College Planning
- Computer Software – please specify _____
- Counseling – please specify _____
- Finance/Budgeting
- Food Preparation
- Language Spoken – please specify _____
- Sports/Coaching – please specify _____
- Teaching – specify grade levels and subjects _____
- Tutoring – specify subjects _____
- Workshops/Presentations – please specify _____
- Other _____

SPECIAL INTERESTS/HOBBIES

- Arts and Crafts
- Computers
- Food Preparation
- Math
- Music
- Reading and story telling
- Science
- Social Studies
- Woodwork
- Other _____