



Helping
People
Succeed

Volunteer Application

Volunteer Applicant Name: _____

Date: ____ / ____ / ____

Address: _____
Last First M.I. Social Security# _____

Street City State Zip

Telephone # _____ / _____ E-Mail Address _____

We work with and around Infants, Youth, and Adults with developmental disabilities. We are required to background screen volunteers previous employment, criminal background check, and drug test with exception to those involved in one-time special events or strictly clerical only. Previous employment also assists us place volunteers based on experience where applicable.

(Answering "yes" to either of the following questions does not constitute automatic bar to volunteering. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and desired volunteer role will be taken into account.)

Have you ever plead "guilty" or "no contest" to, or been convicted of a crime? Yes ___ No ___

If Yes, please provide date(s) and details: _____

Are you registered with United Way's Martin Volunteers program Yes ___ No ___

Are you a student volunteering for your school's graduation community service requirements? Yes ___ No ___

If yes—please list school and number of hours required: _____

Employment History:

Employed From:	To:	Employer	Position	Contact Name & Phone Number

Volunteer Areas of Interest (Check all that apply or fill in your ideas for volunteering)

ADMINISTRATIVE

___ **CLERICAL:** Assemble mailings; answer telephones/reception coverage; filing; and data entry.

___ **FUND RAISING:** Serve on the Art For Living Calendar Committee; grant writing; help develop new fundraisers; annual campaign assistance (help identify potential donors, assist with mailings, follow-up, and thank you calls).

___ **COMMUNITY AWARENESS:** Assist marketing efforts; and become an Ambassador for our organization.

PROGRAMMATIC

___ **Baby Steps:** Assist assembly of BRAIN (Building Readiness Among Infants Now) bag; Music & Movement class assistant; and clerical duties for Baby Steps program.

___ **Community Living:** Assist adults with disabilities learn about their communities; assist with learning efforts for adults with developmental disabilities by working directly with clients in a variety of settings, such as community outings, always with HPS Staff present.

___ **Behavioral Health Services:** Clerical duties, filing, answer phones, and data entry.

___ **Employment Services:** Assist adults with developmental disabilities secure and maintain employment. Identify potential employers; assist in providing learning experiences for individuals seeking employment such as help writing a resume, and being a job shadow in a desired position, always with HPS staff member present.

OTHER:

Hobbies and Special Skills: Please list hobbies and talents below

Volunteer Hours and Days:

What Days are you available to Volunteer: Monday Tuesday Wednesday Thursday Friday Saturday
 (special events)
 Time Frame available on these days: _____

Educational Background:

Starting with your most recent school attended, provide the following information:

<i>School- (Include city and state)</i>	<i>Years Completed</i>	<i>Coursework Completed</i>	<i>GPA Class Rank</i>	<i>Major/Minor</i>
		Diploma ___ GED ___ Degree _____ Certification _____ Other _____		
		Diploma ___ GED ___ Degree _____ Certification _____ Other _____		
		Diploma ___ GED ___ Degree _____ Certification _____ Other _____		

Please provide three personal or professional references:

List name and telephone number of three personal references that are *not* related to you:

<i>Name</i>	<i>Title</i>	<i>Relationship to you</i>	<i>Telephone</i>	<i>Number of Years Known</i>
1.			()	
2.			()	
3.			()	

I certify that I have completed this application; that all information on this application is true; and understand that this application is for a non-paid volunteer role and does not qualify me for or leverage me for open employment positions.

Signature of Volunteer Applicant _____ **Date** ___/___/___

ROUTING: Executive Assistant _____ Department Supervisor _____ Entered into Gift Works ___/___/___