



hesed house, inc.

# Volunteer Application

## Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	
Birthday	

## Availability

During which hours are you available for volunteer assignments?	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	

## Background Information

Present Occupation:	
Employer (if retired, list former employer)	
Employer Address:	
Education:	

\*\* Please note that a background check will be conducted if you are considered a volunteer for any children's programs. Please advise if this is not acceptable.

## Reason for Volunteering

Briefly describe why you want to volunteer at Hesed House.

## Special Skills or Qualifications / Languages Spoken

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports. List languages spoken other than English.

## Previous Volunteer Experience

Summarize your previous volunteer experience.

\*\*Volunteers are scheduled on a first-come, first serve basis. Volunteers are accepted and placed based on need and availability at the time of applying. Volunteers not placed will be added to our call list for potential future needs.\*\*\*A TB test is required for all those volunteering over 8 hours weekly.

### Person to Notify in Case of Emergency

Name	
Relationship to you	
Home Phone	
Work Phone	
Any medications and/or physical limitations we should be aware of?	

### Additional Questions

Have you ever been convicted of a felony? (If yes, please explain)	
Have you ever been convicted of a crime against a child? (If yes, please explain)	

### \*\*Required Service Hours

If you are volunteering in order to fulfill a requirement for community service hours, please provide the following information. (Note: We <b>DO NOT</b> allow individuals to complete court-ordered community service hours at Hesed House)	
Reason for volunteering (class, confirmation, etc.)	
Name of school, church, etc. requiring hours:	
How many hours would you like to volunteer?	
By what date do your hours need to be completed?	

### Volunteer Guidelines

Volunteers play a very important role at Hesed House. We would not be able to function as a ministry to the poor without the generous gifts of your time, talent and hospitality. Because we depend so heavily on our volunteers, we ask that you would observe the following guidelines:

- Be punctual and conscientious. Arrive at your designated time, dressed appropriately, and ready to work. If you are not able to make your volunteer shift or will be late, please call ahead and let us know.
- Do not give out personal information, including your full name, telephone number, or address to guests. Do not give out money.
- Practice the buddy system when entering and leaving the building. Feel free to ask staff to accompany you!
- Report any inappropriate behavior, or anything that makes you uncomfortable, immediately to staff.
- Do not become involved in guest disputes or in cleaning up bodily fluids. In both instances, refer the situation to staff.

These guidelines are for your protection and are intended to help you make wise decisions about your involvement with the people we serve. Failure to follow these guidelines or to conduct oneself in a professional manner may be reason to terminate your volunteer relationship with Hesed House.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete.	
Name (printed)	
Signature	
Parent Signature (if volunteer is under 18)	
Date	