



# VOLUNTEER APPLICATION

**For Office Use Only**

**Date of Application:** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**Date of Orientation:** \_\_\_\_\_

Name: \_\_\_\_\_

LAST FIRST MIDDLE NAME ON BADGE

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail : \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ \*Social Security #: \_\_\_-\_\_\_-\_\_\_ \*TDL \_\_\_\_\_ Sex: \_\_\_ M \_\_\_ F

\*If you are not comfortable sending your SSN or TDL via e-mail, you may provide this at the time of your interview.

Are you a U.S. Citizen: \_\_\_ Yes \_\_\_ No Occupation: \_\_\_\_\_

Special Skills or Training: \_\_\_\_\_

Education: \_\_\_\_\_

Hobbies: \_\_\_\_\_

Special Interests: \_\_\_\_\_

Other: \_\_\_\_\_

Have you ever served as a Volunteer: \_\_\_ Yes \_\_\_ No If "yes" please provide information below

Organization: \_\_\_\_\_ Number of Hours: \_\_\_\_\_ Number of Years: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_ Number of Hours: \_\_\_\_\_ Number of Years: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

How did you hear about our Volunteer Program?

Church: \_\_\_ Friend: \_\_\_ Flyer: \_\_\_ Newspaper: \_\_\_ Website: \_\_\_

Presentation: \_\_\_ Other: \_\_\_\_\_

What do you hope to gain from your experience as a Volunteer? \_\_\_\_\_

Are you volunteering to meet requirements (Community Service Hours, etc.) for a specific reason? If "Yes",

Please explain: \_\_\_\_\_

Are you a current or former client of Santa Maria Hostel, Inc? Yes \_\_\_ No \_\_\_

If, a former client, how long ago? \_\_\_\_\_

*(If you are currently a client or have been within the last two years, you will not be able to volunteer at this time.)*

When are you able to volunteer? (Please indicate days and times available)

Mon \_\_\_\_\_  Tue \_\_\_\_\_  Wed \_\_\_\_\_  Thur \_\_\_\_\_  Fri \_\_\_\_\_  Sat \_\_\_\_\_  Sun \_\_\_\_\_

What volunteer positions are you interested in? (Please check all that apply)

\_\_\_\_\_ Arts & Crafts \_\_\_\_\_ Child Care/Activities \_\_\_\_\_ Cuddles Program \_\_\_\_\_ Homework Help \_\_\_\_\_

\_\_\_\_\_ Individual Counseling \_\_\_\_\_ Adult Group Facilitating \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Special Events \_\_\_\_\_ Special Projects \_\_\_\_\_ Clerical Support \_\_\_\_\_ Receptionist \_\_\_\_\_ Recruiting

\*If you are interested in individual counseling or facilitating a group, please note that you will be required to complete at least 16 hours of training which will include, but is not limited to: Ethics, HIPAA, Client Rights, and Abuse, Neglect and Exploitation.

Please list two references, which are not related to you but have known you for at least one (1) year. Please provide a complete address and phone number for each individual listed. The reference forms will be mailed.

1. \_\_\_\_\_  
Name Phone Mailing Address

2. \_\_\_\_\_  
Name Phone Mailing Address

### HEALTH PROFILE

**Please Note:** The following information is required in the event you become ill or injured while on duty as a volunteer. In the event of a medical emergency, you will be taken to the emergency room. The volunteer health profile will be treated as confidential.

\_\_\_\_\_  
Physician

\_\_\_\_\_  
Phone Number(s)

### APPLICANT'S RESPONSIBILITIES

I hereby certify that all information contained on this application is true and complete. I authorize Santa Maria Hostel to contact all sources necessary to verify this information and to check references as the Santa Maria may deem appropriate.

Should I be accepted as a Volunteer at Santa Maria, I am aware that serving as a volunteer is a privilege carrying with it high trust and commensurate responsibility. I agree to fulfill my service commitment and conform to all policies, ethics, and guidelines of the Volunteer and Santa Maria Program(s). I also hereby agree to dedicate myself to services without the expectation of any compensation or any special privileges.

### INFORMATION YOU SHOULD KNOW:

- Santa Maria Hostel will conduct a background check.
- Santa Maria Hostel will conduct a Urine Analysis test.
- Volunteers must complete all relevant training.
- Volunteers must provide 2 contacts with mailing addresses, phone numbers, or e-mail for references.
- Volunteers will receive a Volunteer Handbook, which provides volunteer guidelines and job descriptions. Volunteers assume the responsibility of asking questions for clarification.
- Volunteers are required to maintain confidentiality at all times during their volunteer assignments.