



## Volunteer Application

### PERSONAL INFORMATION

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

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M / F

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

In Case of Emergency Contact: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

How did you hear about WISEPlace? (*Please be specific*) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION

Name of School	Location	Dates	Major	Degree Rec'd/Date

### EMPLOYMENT

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

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

Responsibilities: \_\_\_\_\_

Start Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Does your employer have a volunteer program?    \_\_\_ Yes    \_\_\_ No

**VOLUNTEER/ORGANIZATION WORK (please indicate any leadership positions)**

Name of Organization	Position Held	Date of Involvement

**REFERENCES (one minimum)**

Name	Phone Number	Email	Relationship

**EXTRACIRRICULAR ACTIVITIES**

Please describe any hobbies, activities or other interests not elsewhere included. Include any special skills that you would like to use at WISEPlace.

**MOTIVATIONAL STATEMENT**

Please explain why you desire to be a WISEPlace volunteer.

**LANGUAGE PROFICIENCY**

Please indicate if you speak any language other than English and the level at which you are proficient.

Language:	Speak / Read /Write	How well?
Language:	Speak / Read /Write	How well?
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**AVAILABILITY**

Please indicate the days and times you are available during the week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
AM						
PM						

## COMPUTER SKILLS

Please indicate your level of knowledge and experience as applicable.

Software	Level of knowledge (none, beginner, intermediate, expert)
Acrobat	
Access	
Excel	
Power Point	
Publisher	
Word	
Other:	

## ADDITIONAL INFORMATION

1. Have you ever been convicted of a felony?      \_\_\_Yes      \_\_\_No  
If yes, please explain:\_\_\_\_\_
  
2. Are you required or mandated to volunteer or do community service?      \_\_\_Yes      \_\_\_No  
If yes, please explain: (school, court, etc.)\_\_\_\_\_
  
3. Are there any health problems that exist which would hinder your ability to work effectively?  
\_\_\_Yes      \_\_\_No  
If yes, please explain:\_\_\_\_\_
  
4. What do you hope you will achieve from your volunteer experience at WISEPlace?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Is there a specific function you would like to perform at WISEPlace? If yes, please list.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Volunteer Responsibilities**

- I understand that I am responsible for becoming familiar with the Volunteer Handbook.
- I understand that if I am absent, I agree to notify the Volunteer Coordinator or the Office Manager as early as possible. I understand that three no show/no calls will be considered abandonment of my volunteer services at WISEPlace.

### **Confidentiality Policy**

WISEPlace has a confidentiality policy for all persons representing or providing services in the facility. I understand that I may have access to confidential information about residents. I agree to the following:

- I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any information obtained during the course of my work at WISEPlace that could identify the persons participating in the Steps to Independence program or any other programs.
- I understand that all information about residents obtained or accessed by me in the course of my work is confidential.
- I understand that I am not to ask questions of residents for my own personal information but only to the extent and for the purpose of performing my assigned duties.
- I understand that a breach of confidentiality may be grounds to end my volunteer participation.

### **WISEPlace Dress Code Policy**

Volunteers and staff are part of WISEPlace's public relations and presenting a good image of WISEPlace is one of our goals. In an effort to maintain a professional and safe environment for our volunteers and staff, WISEPlace has adapted a dress code policy as follows:

- Clothing must be clean, casual, and well groomed. No: bare midriffs, short skirts/dresses, or shorts. No torn clothing, hats, or tank tops. No risqué prints or wording on clothing.
- Shoes must be worn at all time. No flip flops.
- No excessive jewelry, make up, or perfume/aftershave (some may be allergic).
- No low cut tops/blouses; please do not expose any cleavage.

### **Volunteer Acknowledgement**

I understand that all equipments, materials, supplies, clothing, and food donated to WISEPlace or purchased by WISEPlace are property of WISEPlace and may not be removed without permission. I also understand that failure to comply with this policy may result in disciplinary action, which could include termination.

All information submitted by me in this application is true to the best of my knowledge and belief. I understand that I will be servicing/assisting WISEPlace clients on a volunteer basis and will not be remunerated for services rendered.

I understand the above contract and agree to comply with all WISEPlace polices and regulations.

I also understand that WISEPlace will maintain my application in confidence.

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Print Name

Signature

Date