

Volunteer Application



Contact Information

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

May we call you at work? Yes No

What is the best time to contact you? Mornings Afternoons Evenings

Availability

Would you like to be a regularly scheduled volunteer? Yes No

If no, please indicate your area of interest: _____

Are you willing to substitute if another volunteer cannot make their shift? Yes No

May we add your phone number to the substitute list available to all volunteers? Yes No

How often would you like to volunteer? Weekly Bi-weekly Once a Month

On which day(s) might you be available for volunteer assignments? If you select more than one day please indicate which day is your first preference, second preference, etc....

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

You may choose to work a two, three, or four hour shift. Please mark with an (X) which shifts you'd prefer. If the shift time is day-specific, please write in the day of the week. Please note: You are not committing to a shift at this time and you may change your availability at any time.

9:00 a.m. – 1:00 p.m.		1:00 p.m. – 5:00 p.m.		
9:00 a.m. – Noon		Noon – 3:00 p.m.	3:00 p.m. – 6:00 p.m.	
9:00 – 11:00	11:00-1:00	1:00-3:00	3:00-5:00	5:00-7:00

Is there another volunteer you would like to work with? If so, whom? _____

Interests

If you could create the perfect volunteer opportunity for yourself, what would you be doing?

- Administrative / Clerical
- Special Events (e.g., holiday activities, fundraisers, family fun nights, meals, etc.)
- Facilities Maintenance / Handyperson
- Front Desk / Receptionist / Greeter
- Tidying / Organizing / Light Cleaning
- Transporting Recyclables to Recycling Center
- Computer Graphics / Desktop Publishing
- Foreign Language Translation (as needed)
- Other: _____

Please list any hobbies or special interests you have: _____

Special Skills or Qualifications

Summarize special skills, qualifications, certifications, and training you have acquired from employment, previous volunteer work, or other activities, including but not limited to computer skills, skilled trades, foreign languages, interpersonal skills, leadership experience, or sports.

Volunteer Experience

Summarize your previous volunteer experience and other organizations you are currently affiliated with.

Person to Notify in Case of Emergency

Name	
Street Address	
City, ST ZIP	
Home Phone	
Cell Phone	
E-Mail Address	
Relationship	

Personal Information

What makes you interested in volunteering at Jill's House?

How did you find out about Jill's House? _____

Are you a student? Yes No If yes, where are you attending? _____

Do you have any disabilities or physical limitations we should be aware of? Yes No

If yes, please explain: _____

Have you ever been convicted of a criminal misdemeanor, felony or drug charge? Yes No

If the answer is "yes", please provide the details of the circumstances surrounding the conviction, the nature of the offense, the age of the conviction and your subsequent behavior on a separate piece of paper.

Have you ever resided outside of Indiana? Yes No If so, where? _____

Year/make/model/color of your car: _____

License plate number (if known): _____

Is there anything you would like us to know that we have not asked? _____

Please sign your application on the reverse side of this page.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. My signature (below) authorizes Jill's House, Inc. to perform a records investigation as deemed reasonable and appropriate to determine my eligibility. I understand that I may be denied the opportunity to volunteer for any reason. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I also understand that prior to volunteering I will be required to complete all necessary training sessions and forms.

Name (printed)	
Date of Birth	
Social Security Number	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Volunteers must be at least 18 years old.

*Thank you for completing this application form
and for your interest and support of Jill's House, Inc.!*