

APPLICATION FOR VOLUNTEERING

We appreciate your interest in our program and will be happy to explore with you possible volunteer opportunities. The following information regarding the application process will assist you in presenting your qualifications.

Please give complete answers to all application questions that apply to you.

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize The Phoenix Residence, Inc. to verify any information contained on this application. Any offer for volunteer opportunities is dependent upon or subject to satisfactory verification of past or present experiences.

PLEASE READ CAREFULLY AND SIGN THE STATEMENT BELOW

I understand that volunteering at this company is "at will", which means that either I or the company can terminate the volunteer relationship at any time, with or without prior notice, and for any reason not prohibited. I understand that no supervisor, manager, or executive of the company, other than the president has any authority to alter the foregoing.

I understand that all offers for volunteer opportunities are on a contingency basis. If I am offered a conditional offer for volunteering, I may be asked to submit to a drug and/or alcohol testing as outlined in company policy, depending on the duties that be assigned. I understand that I may be required to voluntarily submit to urinalysis, breath, blood or saliva, drug, and alcohol testing. If the tests are positive or if I refuse to undergo testing, any conditional offer will be withdrawn, provided that, where an offer is withdrawn based on a positive alcohol or drug test, the withdrawal is related to the volunteer position and consistent with business necessity.

If I am offered a conditional offer for volunteering, I authorize The Phoenix Residence, Inc. to submit a background study relevant to the licensing requirements of the facility. I understand that if I am disqualified by the investigating agency from a position allowing direct contact with persons receiving services from The Phoenix Residence, Inc. programs, the offer may be withdrawn.

If I am accepted as a volunteer, I understand that omissions and/or false information are sufficient cause for discharge. In consideration for volunteering, I agree to conform to the rules, regulations, and policies of The Phoenix Residence, Inc. Failure to abide is sufficient cause for discharge.

By signing below, I grant The Phoenix Residence, Inc. permission to verify any information contained on this application. Any offer for volunteer opportunities is dependent upon or subject to satisfactory verification of this information.

NAME: _____

Written Signature

DATE: _____

PLEASE PRINT ALL INFORMATION REQUESTED

Name _____

Address _____

Street

City

State

Zip

Telephone Number _____

Home

Work/Other

Cell

Email Address:

***PERSON TO NOTIFY IN AN EMERGENCY:**

Name _____

Relationship _____

Telephone Number _____

Home

Work/Other

Cell

EMPLOYMENT:

Current Employer _____

Position _____

Past Employer _____

Position _____

EDUCATION: State Name, location, and level completed

High School _____

College/University _____

Special Training _____

Are you presently attending school? ☐ YES ☐ NO

Will you be receiving credit for your volunteer work? ☐ YES ☐ NO

AVAILABILITY:

Once/Month _____ Twice/Month _____ Once/Week _____ Twice/Week _____

Other (please specify) _____

Check all day and times you are available.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

REFERENCES (PLEASE DO NOT INCLUDE RELATIVES)

Name	Affiliation	Contact Telephone #
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1. _____
2. _____
3. _____

ADDITIONAL INFORMATION:

What are your general areas of interest?

Have you served as a volunteer before? If so, please describe.

Skills: Please check all the skill areas you would be willing to share.

Interpersonal Communications

- ___ Enjoy meeting and working with people
- ___ One-to-one time with residents

Marketing/Public Relations/Fundraising

- ___ Public Speaking
- ___ Special Events
- ___ Developing promotional materials
- ___ Selling promotional items
- ___ Newsletter writing/editing
- ___ Grant writing

Building and Grounds

- ___ Yard work
- ___ Flower/Vegetable Gardening
- ___ Interior maintenance/repairs
- ___ Painting
- ___ Woodworking

Office Services

- ___ General clerical
- ___ Writing letters
- ___ Phone calling
- ___ Answering phones
- ___ Typing
- ___ Data Entry/Filing

Additional Skills

- ___ Languages (specify) _____
- ___ Computer software _____

- ___ Website development
- ___ Website maintenance
- ___ Photography
- ___ Arts and Crafts
- ___ Music (singing, instruments, etc.)

I understand the importance of volunteer commitment and have answered the application questions honestly and to the best of my knowledge. I give The Phoenix Residence, Inc. permission to check the references I have listed.

Signature

Date

Applicants between the ages of 12-18 must have this application signed by a parent or legal guardian.

This applicant has my permission to volunteer at The Phoenix Residence, Inc.

Parent/Guardian Signature

Date

updated 4/2024