



Volunteer Application & Interest Form

Please complete the form as accurately as possible and return. This information is important due to the nature and responsibility of some of the service positions we offer to our volunteers. It will be kept confidential. We thank you for your cooperation.

Date: _____

PERSONAL INFORMATION

Name: _____ Date of Birth ____/____/____
Last First Middle Initial

Address: _____ Apt Number: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Home Phone: _____ Work Phone: _____ Ext: _____

Cell Phone: _____ Fax: _____

POSITION & AVAILABILITY

CHECK THOSE ITEMS YOU WOULD LIKE US TO CONSIDER IN FINDING A POSITION FOR YOU

Preferences: (Check all that apply)

<ul style="list-style-type: none"> <input type="radio"/> Available during weekdays <input type="radio"/> Available during evenings <input type="radio"/> Available during weekends <input type="radio"/> Interested in on-going volunteer positions <input type="radio"/> Interested in one time projects <input type="radio"/> Part-Time <input type="radio"/> Summer <input type="radio"/> Temporary 	<ul style="list-style-type: none"> <input type="radio"/> Work with others <input type="radio"/> Work one on one <input type="radio"/> Work independently <input type="radio"/> Work with adults <input type="radio"/> Work on planning committees <p style="text-align: center;">Date Available: ____/____/____</p>
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WHAT DAYS AND TIMES ARE YOU AVAILABLE?

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time						



VOLUNTEER HISTORY

How did you hear about volunteering at Heartstrings Community Foundation?

Have you ever volunteered before? YES NO
If yes, where and when did you volunteer?

_____ -
(May attach a separate page if necessary.)

EDUCATION

Please indicate the level of education you have achieved.

<input type="checkbox"/> Some high school	<input type="checkbox"/> BA/BS
<input type="checkbox"/> High school diploma/ GED	<input type="checkbox"/> Graduate Degree
<input type="checkbox"/> Technical School/ Apprentice	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Associate's Degree	_____
<input type="checkbox"/> Some college	

REFERENCES

Please list three professional references:

Name: _____ Relationship: _____ Phone #: _____
Name: _____ Relationship: _____ Phone #: _____
Name: _____ Relationship: _____ Phone #: _____

ADDITIONAL INFORMATION

Please let us know about any other information you would like to share about yourself, (i.e.: interests, hobbies, professional memberships, patents, etc.).

AUTHORIZATION

I authorize an inquiry to be made on the information contained in this application. Upon written request, the nature and scope of this inquiry will be made available to me.

Former employers named herein, government body including law enforcement agencies, schools or other agencies, are authorized to give information regarding me. They are hereby released from all liability for issuing such information.



I understand that misrepresentation or omission of facts will be cause for cancellation of consideration for volunteer participation or dismissal once accepted.

I understand that my volunteering is at will, that the terms and conditions of my volunteering can be changed at the option of Heartstrings Community Foundation and that my volunteering can be terminated with or without good cause at any time, for any reason, at the option of Heartstrings or myself.

A photocopy of this release shall be considered as valid as the original.

SOCIAL MEDIA RELEASE:

I hereby give my permission to be photographed or videotaped. I understand the photographs, video or television appearance will be used for public display or on social media in accordance with the policies of Heartstrings Community Foundation. If permission is not granted, please state so at the bottom of this page.

STATEMENT OF POLICY: I understand that Heartstrings Community Foundation is bound by regulation to ensure that persons who have been convicted of abuse, neglect, exploitation or prohibited offenses as stated in K.S.A. 39-970 and 65-5117 are not allowed to be in a position whereby I/DD consumers are placed at risk.

STATEMENT OF POLICY: I understand Heartstrings Community Foundation is committed to ensure a safe, drug-free workplace for all company employees and the general public. As a public employer, the company has a compelling interest in establishing reasonable conditions of volunteering. Prohibiting volunteer drug and alcohol use is one such condition.

AFFIRMATION OF POLICY: As an applicant for a volunteer position with Heartstrings Community Foundation, I affirm that I have read and understand Heartstrings' Drug and Alcohol Testing and background checks Statements of Policy noted above, and I am aware that volunteering for a safety sensitive position is subject to random drug testing and criminal background checks if necessary. If accepted as a volunteer with Heartstrings, I agree to abide by all provisions of these policies as a condition of my continued volunteering with the company.

Date

Volunteer's Name (PLEASE PRINT)

Volunteer's Signature

Parent/Guardian Signature (volunteers <18 years of age)

INTEREST FORM

Use this form to let us know what you are interested in while volunteering at Heartstrings. Check and number the top five volunteer positions or write in interest areas that are not in this form. This will help us find tasks and activities for you to do.

Background/ Knowledge		
<ul style="list-style-type: none"> <input type="radio"/> Accounting <input type="radio"/> Adult Development & Training <input type="radio"/> Aquatics <input type="radio"/> Arts <input type="radio"/> Business Operations <input type="radio"/> Coaching <input type="radio"/> Communications <input type="radio"/> Counseling <input type="radio"/> Developmental Disabilities <input type="radio"/> Events <input type="radio"/> Financial Management <input type="radio"/> Fund Raising/Philanthropy <input type="radio"/> General Office <input type="radio"/> Grant Writing 	<ul style="list-style-type: none"> <input type="radio"/> Graphics <input type="radio"/> Health and Safety <input type="radio"/> Individual Sports <input type="radio"/> Journalism <input type="radio"/> Marketing <input type="radio"/> Media Relations <input type="radio"/> Outdoor Challenge Activities <input type="radio"/> Organizational Volunteer <input type="radio"/> Photography/Video <input type="radio"/> Physical Disabilities 	<ul style="list-style-type: none"> <input type="radio"/> Property/Building Maintenance <input type="radio"/> Public Relations <input type="radio"/> Recreational Assistant <input type="radio"/> Retail Operations <input type="radio"/> Sales <input type="radio"/> Team Sports Other: _____

Experience and/or Skill in:		
<ul style="list-style-type: none"> <input type="radio"/> Auctioneer <input type="radio"/> Bowling <input type="radio"/> Building Collaborations <input type="radio"/> Business Assistant <input type="radio"/> Cardiovascular Exercise <input type="radio"/> Community Analysis <input type="radio"/> Community Outreach <input type="radio"/> Companion Mentor for Adults <input type="radio"/> Computer Basics <input type="radio"/> Conflict Resolution <input type="radio"/> Corporate Solicitation <input type="radio"/> Creativity <input type="radio"/> Critical Thinking <input type="radio"/> Curriculum Design <input type="radio"/> Customer Service <input type="radio"/> Data entry/Office Assistant <input type="radio"/> Day Service Helper <input type="radio"/> Deliver Presentations <input type="radio"/> Develop Systems <input type="radio"/> Editing <input type="radio"/> Evaluation <input type="radio"/> Event Management - Facilities, Hospitality &/or Entertainment <input type="radio"/> Experiential Learning <input type="radio"/> Facilitation 	<ul style="list-style-type: none"> <input type="radio"/> Grant Writing <input type="radio"/> Group Management <input type="radio"/> Handling Multiple Tasks <input type="radio"/> In-Services <input type="radio"/> Instructor for Life Skills Program <input type="radio"/> Interpersonal Relations <input type="radio"/> Interviewing <input type="radio"/> Language(s) in addition to English <input type="radio"/> Leadership <input type="radio"/> Managing Details and Deadlines <input type="radio"/> Marketing Sales Manager <input type="radio"/> Math <input type="radio"/> Mentoring Adults <input type="radio"/> Money Management <input type="radio"/> Motivating Others <input type="radio"/> Oral Communications <input type="radio"/> Organizational <input type="radio"/> Newsletter Editor <input type="radio"/> Nursing Home Assistant <input type="radio"/> Photographer <input type="radio"/> Power Point Presentation <input type="radio"/> Priority Setting <input type="radio"/> Program Design 	<ul style="list-style-type: none"> <input type="radio"/> Program Implementation <input type="radio"/> Programmer <input type="radio"/> Promotions <input type="radio"/> Providing Feedback <input type="radio"/> Publicity/News Releases <input type="radio"/> Receptionist/Assistant <input type="radio"/> Recruitment <input type="radio"/> Retail Shop Assistant <input type="radio"/> Script/Copy Writing <input type="radio"/> Sign Language <input type="radio"/> Speakers Bureau <input type="radio"/> Strategic Planning <input type="radio"/> Supervision <input type="radio"/> Swimming <input type="radio"/> Teaching Adults <input type="radio"/> Team-Building Activities <input type="radio"/> Telephone Campaign <input type="radio"/> Training Assistant <input type="radio"/> Vocational Assistant <input type="radio"/> Volunteer Manager <input type="radio"/> Volunteer Mentor <input type="radio"/> Volunteer Recruiter <input type="radio"/> Website Design and Maintenance <input type="radio"/> Weight Lifting <input type="radio"/> Written Communication Other: _____ Other: _____