



For Office Use Only: Application accepted by: _____ Date application turned in: _____



SARAH HEINZ HOUSE

NEW ADULT VOLUNTEER & PART-TIME STAFF APPLICATION

New volunteers and part-time staff must fully complete this application and return it to Heinz House. A staff member will contact you regarding your position.

*Please print legibly. **Unreadable and incomplete applications will be returned and rejected.***

Date of Application: _____ Please check all that apply: Staff _____ Volunteer _____

Demographic Information

Last Name: _____ First Name: _____ Middle Initial _____

Birthdate (MM/DD/YY): _____ Gender (check one): Female _____ Male _____

Street Name and Number: _____ City _____ Zip _____

Phone numbers: Home _____ Cell _____ Work _____

Email address: _____

Please circle which method you prefer us to use to contact you. If you chose cell, do you prefer text? Yes No

Racial/Ethnic Background (check one):

White ___ African American ___ Hispanic ___ Asian ___ Multi-Racial ___ Other (Specify) _____

Current employer (Company): _____ Job Title: _____

Driver's License Number (write N/A if you do not have a license) _____ Issuing State: _____

Emergency Contact Information

Name: _____ Relationship: _____

Primary Phone: _____ Secondary Phone: _____

References:

Please list the names and phone numbers of three people who know your character and skill. At least one reference must be a relative, and at least one must be a non-relative. At least one of your references must be female and at least one must be male. This section must be completely filled out or it will be returned.

Name of Reference	Phone number and/or email (give more than one if necessary)	Know in What Capacity? (Friend, Colleague, etc.)	How long have they known you?
1.			
2.			
3.			

Diplomas, Certifications, Licenses or Degrees (please list):

Preferences in Volunteering/Employment

****If you know what you want to volunteer for, or have been hired for a specific position** (with days and times), please write it here and skip to "Staff/Volunteer Agreement and Signature section below.
(example: Midget Boys Club or Gamesroom Desk, Mon 5-9pm)

***If you do not know what you would like to volunteer for or have not been hired yet, please continue answering the questions below so we can get a sense of where you would your service would be best fit for you and SHH. If you want to see a listing of volunteer options, please see Volunteer Opportunities List on page 3.*

Day you would like to volunteer or work (if available more than one, please rank in order of your preference):

Mornings (6am-2pm) Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___
Afternoons (3-6 pm) Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___
Evenings (6-10pm) Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

Age Range of Children you want to work with (check all that apply):

Years old: 1-5 ___ 6-9 ___ 10-12 ___ 13-15 ___ 16-18 ___ Not interested in working with children ___

How often do you want to volunteer or work?

Weekly or more (typically 1-2 hr shifts) ___ Monthly ___ 2-5 Times/year ___ Once/year ___ Other ___

Type of Volunteer Activity or Work

With children (Structured program) ___ With children (Unstructured program) ___ Administrative ___

Gardens ___ Special events ___ Other ___ Please list: _____

Other helpful information:

Is there a specific staff member that you would prefer to volunteer/work for? _____

What skill or talents would you like to use as a volunteer/employee? _____

Staff/Volunteer Agreement:

The above information is correct and complete to the best of my knowledge, without consequential omissions. I authorize the references listed above to release any information regarding my service, character and qualifications. I acknowledge that SHH is not obligated to offer me a volunteer or a paid staff position.

Staff/Volunteer Signature

Date