



**DOORWAYS**

HOPE LIVES HERE

## Individual Volunteer Application

### Contact Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Personal Gender Pronouns (check all that apply):

She/Her  He/Him  Ze/Zir  They/Them  Other: \_\_\_\_\_

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Can DOORWAYS leave you a message at this number (check one)?  YES  NO

What is the best way to contact you (check one)?  PHONE  EMAIL

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### Availability

Which of the following applies to you:

I want to volunteer on a regular basis (weekly, monthly, and seasonally)

I want to volunteer for a specific amount of time (one day, one semester, etc.)

Other. Please describe: \_\_\_\_\_

Please list your availability:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Is your availability flexible (check one)?  YES  NO

## Volunteer Interest Questions

1. Why do you want to volunteer at DOORWAYS? \_\_\_\_\_  
\_\_\_\_\_

2. What skills, training or hobbies do you possess that would make you a great volunteer for DOORWAYS?  
\_\_\_\_\_  
\_\_\_\_\_

3. What accommodations (if any) do you need to ensure your success as a DOORWAYS volunteer?  
\_\_\_\_\_  
\_\_\_\_\_

4. Throughout the year, we would like to recognize volunteers for their work. How would you like to be recognized? Check all that apply:

Social Media Shout Out     Newsletter Acknowledgements     Volunteer of the Quarter  
 Thank You Notes     Please do not use my name or photograph

Other: \_\_\_\_\_

### **Next steps for becoming a volunteer:**

As appropriate for the protection of residents, **volunteers will be asked to submit to a criminal background check.** Volunteers who do not agree to the background check will be refused assignment. If a potential volunteer is found on a sex offender, OIG, or EDL list, they are automatically disqualified from volunteering with DOORWAYS. Otherwise, a criminal record does not automatically disqualify one from volunteering with DOORWAYS - the Volunteer Director will consider the level of offense(s), the individual's overall history of criminal activity, and the circumstances surrounding any convictions while deciding on a case-by-case basis whether the prospective volunteer will be invited to work at DOORWAYS. The results of the background check may take up to two weeks to receive.

In addition, **all volunteers are required to obtain a PPD tuberculin skin test** prior to beginning a volunteer assignment if they are scheduled to volunteer more than 10 hours per year with DOORWAYS. The test must be repeated annually. A copy of the results will be kept on file with the Volunteer Director and in the nursing department.

Afterward, **volunteers will interview with the Volunteer Director** to ascertain the best job assignment for the volunteer. DOORWAYS has the right to decline any individual from volunteering with the Agency. Before the start of their hours, **all volunteers will attend a general orientation and training session.** This includes information on the nature, history and purpose of the agency, requirements and duties of volunteering, introduction to volunteer positions, safety, building tour, and HIV/AIDS 101 training.

Your signature acknowledges that the information that you've provided is accurate and that you have read, understand, and agree to the terms of volunteering at DOORWAYS.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_