

Volunteer Application



Name (Print) _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email Address _____

Are you at least 12 years old but less than 18 years old? Yes _____ No _____

Written parental consent is needed for volunteers who are not 18 years old.

I am: Employed _____ Retired _____ Unemployed _____ Student _____

Skills and Interests: _____

Have you Volunteered before? Yes _____ No _____

If yes, where & what did you do? _____

Why would you like to volunteer at Garvey Manor? _____

Are you volunteering to fulfill a requirement for your church/school/ organization? Yes _____ No _____

If yes, what is the name of the church/school/organization requiring hours? _____

Number of Hours Needed: _____ Deadline to have hours completed: _____

How often would you like to volunteer? Weekly _____ Bi-weekly _____ Monthly _____ Other _____

Days of week/times of day you are usually available for volunteering _____

Will you need any special accommodations for volunteer service? Yes _____ No _____ If yes, specify: _____

Emergency Contact:

Name _____ Relationship _____

Address _____

Phone Numbers: Home phone: _____ Cell Phone: _____ Work Phone: _____

Please list at least two people not related to you who would be willing to serve as a personal reference:

Name	Address	Phone Number	Association with you
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Criminal Background Check: You must complete a free criminal background check for Volunteers located online at: **PATCH (Pennsylvania Access to Criminal History) website**

- Go to New Record Check/Volunteers only
- Go to Volunteer Acknowledgement section bottom of page and put a check in the box and then accept
- Complete all personal information and proceed as directed
- You will be directed to print out when you complete all requested information and follow all prompts
- Provide the printed copy of Criminal Background History to Volunteer Coordinator

Have you ever been convicted of a crime involving abuse, fraud, any felony, or any misdemeanor involving theft and /or have you been dismissed from employment due to abuse of clients or residents?

Yes ____ No ____ If yes, please explain _____

Have you been a resident in Pennsylvania for at least the past two years? Yes ____ No ____

If NO, you must provide, at your own expense, a federal criminal background check. Please ask how to obtain this.

*** Some convictions disqualify a person from becoming a volunteer

If accepted as a volunteer, you will be required to provide PROOF OF IDENTITY: Original picture identification such as... Driver's license, State issued Non-Driver identification, Passport, School identification.

I, the undersigned, attest that information provided is complete, accurate and truthful. I understand completing the application is not a guarantee of acceptance. Garvey Manor is not obligated to accept me as a volunteer nor give reasons if I am not accepted. If I become a volunteer, I acknowledge that this is at will and without obligation of Garvey Manor, and Garvey Manor may end my volunteer status at any time, without reason.

APPLICANT'S SIGNATURE: _____

Date application completed: _____

Parental Consent/Signature if applicable: _____

Print Name: _____ Contact number: _____

THIS SECTION FOR OFFICIAL USE BY VOLUNTEER DIRECTOR ONLY: initial & date each item

Proof of identity document presented: _____ Name on document: _____

Application reviewed & complete: _____ References checked: _____

TB Screening Completed or Documentation of Screening Provided: _____

Background check complete & document provided: _____

Other information verified: _____

If needed. Parental consent received: _____

Special needs/consideration: _____

Application process completed on this date: _____

Applicant accepted as Volunteer: _____

Orientation completed on this date: _____

Started as Volunteer on this date: _____