

# Villa St. Joseph

## Volunteer Application

Date of Application \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

May a message be left on your answering machine \_\_\_\_\_

Why would you like to volunteer here at VSJ? \_\_\_\_\_

Previous volunteer experience:

\_\_\_\_\_  
\_\_\_\_\_

Volunteer Position Desired \_\_\_\_\_

Mantoux Test Administered \_\_\_\_\_ Date \_\_\_\_\_

Date Available \_\_\_\_\_

Please specify days and times available \_\_\_\_\_

Is your schedule flexible? \_\_\_\_\_

List any experience that you have had working with elderly individuals:

\_\_\_\_\_

Do you have any special skills such as a foreign language, sign language, etc.?

\_\_\_\_\_

Do you require any special accommodations due to a disability in order to volunteer at VSJ?

\_\_\_\_\_

Have you ever been convicted of a crime? YES NO If yes, please describe fully the criminal conviction(s), the nature of the offense, your age at the time of the offense, and your rehabilitation since the conviction(s). A conviction will not necessarily be a bar from volunteerism. However, there are specific criminal convictions that prohibit volunteerism. Conviction of one or more of the crimes listed in the Older Adults Protective Service Act or the Nurse Aide Resident Abuse Act will result in denial of volunteerism at Villa St. Joseph.

\_\_\_\_\_  
\_\_\_\_\_

Have you lived outside the state of Pennsylvania within the last 2 years? YES NO

\_\_\_\_\_

List 2 personal references, other than family that can be contacted on your behalf

Name \_\_\_\_\_ - Phone Number \_\_\_\_\_

Name \_\_\_\_\_ - Phone Number \_\_\_\_\_

Emergency Contact Information

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Physician Name and Phone Number \_\_\_\_\_

If student volunteers, please list ages \_\_\_\_\_

Is Volunteering a requirement for school? \_\_\_\_\_ How many hours needed \_\_\_\_\_

Student volunteer schedules will be reviewed upon initial interview.

Time frames are within 2 hour increments to benefit both the residents and the volunteer.

**All children under 18 years of age MUST have a parent/guardian approve this agreement, which releases VSJ from any liability or claim as a result of the minor's negligence or non-adherence to this agreement.**

**Parent / Guardian Signature \_\_\_\_\_**

Please check the volunteer opportunities most suitable to your interests:

Assistance at activity programs \_\_\_\_\_

Escorting to & from programs \_\_\_\_\_

Beauty Shop Assistance \_\_\_\_\_

Neighborhood Café Assistance \_\_\_\_\_

Holiday / Special Events \_\_\_\_\_

Arts & Craft Programs \_\_\_\_\_

Visiting Residents 1:1 \_\_\_\_\_

Dining Assistance / Feeding \_\_\_\_\_

Evening Programs \_\_\_\_\_

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

Pastoral Care:

Eucharistic Ministry \_\_\_\_\_

Escorting to Mass \_\_\_\_\_

**Volunteer Applicant's Statement- As a Volunteer I agree that:**

1. I shall hold as absolutely **confidential** all information that I may obtain directly or indirectly concerning residents and **NOT SEEK** to obtain confidential information from a resident or staff member.
2. My services are donated to Villa St. Joseph without contemplation or compensation or future employment, and given with humanitarian, religious or charitable reasons.
3. I shall not sell or attempt to sell goods or services, request contributions, or solicit persons to sign or distribute political petitions on the Villa St. Joseph campus.
4. I shall submit to a Mantoux skin test for tuberculin screening- at no personal expense.
5. I understand that all volunteers are required to answer the criminal history portion of the application to the best of their knowledge in order to be accepted as a Villa St. Joseph volunteer.
6. I shall be punctual and conscientious, conduct myself with dignity, courtesy, and consideration of others, and endeavor to make my work professional in quality.
7. I shall make my best effort to fulfill my commitment to Villa St. Joseph by completing all assignments that I accept.
8. I understand that the volunteer services department reserves the right to terminate my volunteer status as a result of (a) failure to comply with Villa St. Joseph policies, rules and regulations; (b) absences without prior notification; (c) unsatisfactory attitude, work performance or appearance; or (d) any other circumstances which in the judgement of the department director, would make my continued service as a volunteer contrary to the best interests of Villa St. Joseph.

**Please read carefully and sign:**

I certify that the statements made on this application and any supplements are true to the best of my knowledge and belief. I authorize Villa St. Joseph to contract any or all of my references and past employers for full information. I understand that any misrepresentation or omission of facts on this application (or supplements to it) will be sufficient cause for rejection of this application or immediate dismissal if discovery is found. I understand that either VSJ or myself can terminate my volunteer agreement at any time. I agree to abide by its rules and regulations and to live out its mission.

I have read each of the above conditions and I agree to be bound by them-

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Applicant's Signature

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Date