

Welcome Center, Inc.

Volunteer Application

PRINT (legibly) or type all the following information. This application is being used to help provide a safe and secure environment for the Welcome Center, Inc. clients and staff. The requested information will be kept strictly confidential and will only be released as required by law.

*Applicant's Name: _____

*Mailing Address: _____
Street City/State Zip Code

*Social Security #: _____ *Date of Birth: _____

Email Address: _____ *Drivers License #: _____

*Telephone Number(s): _____
Home Cell Work

*Are you currently Employed? **YES** **NO** If yes, where: _____

Emergency Information

*Contact Person: _____ *Relationship: _____

*Home Telephone: _____ *Work Number: _____

Name of Primary Physician: _____ Telephone: _____

Do you have any physical or mental limitations that would impair your ability to perform as a volunteer at the Welcome Center, Inc. without supplemental assistance? YES NO (circle one)

If yes, please explain:

Have you been convicted of a crime? YES NO If yes, please explain.

Please list any current or previous volunteer activities you have been involved with:

Please list the time(s) and day(s) you are available to volunteer:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday **

If you are flexible in the days of the week and starting time, please go ahead and place a check in any of the boxes based upon your availability. ** Special events only.

Volunteers may assist staff members in providing technical or recreational activities for clients. Please indicate below the skills and/or experiences you possess and would be willing to utilize in volunteering at the Welcome Center, Inc.

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Personal References:			
Name	Address	Telephone #	Relationship

Why would you like to Volunteer at the Welcome Center, Inc?

Volunteer Code of Ethics

- I will be responsible for arriving on time and adhere to the agreed upon schedule.
- I will be flexible in working on various assigned tasks.
- I will maintain a positive and professional attitude while volunteering at the Welcome Center, Inc.
- I will clean up after myself and keep my work area clean.
- I agree to use the computer(s) and telephone(s) for work purposes only, or as directed by staff.
- I agree to be respectful to all clients and staff members.
- I agree **not** to speak to the news media as a representative of the Welcome Center, Inc. (All inquiries from the news media must be referred to the Executive Director or immediate supervisor.)
- I agree to keep information confidential. I will respect the confidential nature of client records and services.

Applicant's Statement

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge, and agree to have any of the statements verified by the Welcome Center, Inc. or its representatives. I understand that any misrepresentation, falsification or omission shall be cause for relinquishing my role as a volunteer at the Welcome Center, Inc. I have read the **Volunteer Code of Ethics** and understand that the Welcome Center, Inc. clients expect confidentiality with the information they share with any employee, volunteer or representative of the Welcome Center.

Signature of Applicant

Date

If under 18 years of age -- Parent Signature

Parent Name (Printed)

Date

Signature of Parent

Thank you for completing the volunteer application! Please remit the completed application to a representative in person or by mail to : 308 4th Ave NW Austin, MN 55912. A representative of the Welcome Center, Inc. will contact you to set up an appointment to meet with you.