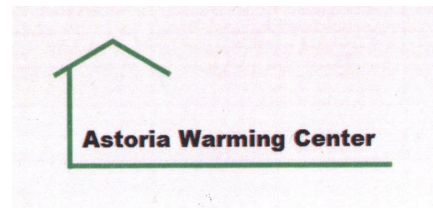


VOLUNTEER APPLICATION



Thank you for your interest in volunteering with the Astoria Warming Center. Volunteers must be at least 18 years old, unless accompanied by a parent. Please take a few moments to provide the following information, and be aware that we must do a background check before accepting your application.

Please Print:

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth (needed for background check): \_\_\_\_\_

Home or Mailing Address (needed for background check):

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Best Phone Number to reach you Home \_\_\_\_\_ Cell \_\_\_\_\_

E-mail: \_\_\_\_\_

Do you prefer to receive scheduling notices by: \_\_\_\_\_ Email \_\_\_\_\_ Text message

No previous experience in shelter work is required, but please tell us if you have any pertinent experience, expertise, training, or skills that might be useful to the Center.

Shifts you would be able and willing to work:

- [ ] 6:45-approx. 8 pm Prep//Open/Serve [ ] 8-11 pm Evening into Quiet [ ] 11 pm-2 am Quiet I [ ] 2-5 am Quiet II [ ] 5-8 am Reveille [ ] 8-10 am Cleanup, also including litter patrol

Within the last 5 years have you been convicted of any crimes? If yes, please explain.

Please list any accommodations you would require or any limitations of which we should be aware.

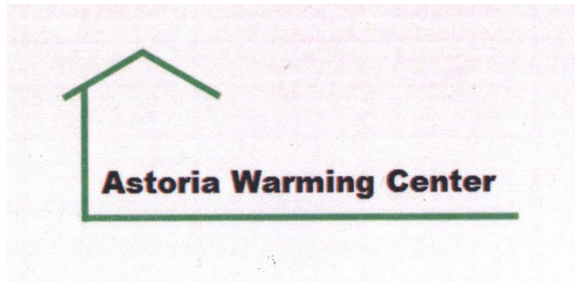
Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

My signature below affirms that all information is true and correct to the best of my knowledge and that I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

My signature below also gives my consent to a background check conducted at the Warming Center's expense. I understand that my application will be rejected if the background check result is unacceptable.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Updated 10/9/2018



## VOLUNTEER CONFIDENTIALITY AGREEMENT

As a volunteer of the Astoria Warming Center, I understand that I may have access to confidential information, both verbal and written, relating to Center guests. The Astoria Warming Center requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the organization as well as the guests and others they serve. I understand and agree that all such information is to be treated confidentially and discussed only within the boundaries of my volunteer position at the Astoria Warming Center. I hereby affirm that my position with this organization is one of a strict confidential nature. I agree that any knowledge gained as a result of my position or my presence at this organization is and will remain confidential. I have read this agreement of confidentiality and affirm that I will abide by this agreement.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

## VOLUNTEER RULES AND REGULATIONS

1. Prior to reporting for service, all volunteers must complete and submit an application form for approval.
2. All volunteers must complete a Warming Center training session.
3. Volunteers are encouraged to participate in other training opportunities when available.
4. Volunteers must be 18 years of age or older, unless accompanied by a parent.
5. Volunteers are prohibited from transporting Center guests in personal vehicles.
6. Volunteers are not to share personal contact information or allow Center guests in their residences.
7. Volunteers are prohibited from giving guest gifts or money.
8. Volunteers are not to discuss guests by name with anyone other than Center staff or support service organizations.
9. Volunteers will personally observe Astoria Warming Center Rules and Regulations .
10. Volunteers are urged to discuss any concerns regarding the health and safety of guests and volunteers alike with staff as soon as reasonably practical.

*By signing this agreement, I agree to abide by and uphold the Volunteer Rules and Regulations set forth by the Astoria Warming Center.*

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_