



VOLUNTEER APPLICATION

Thank you for your interest in volunteering with Father Bill's & MainSpring. All individual volunteers must be 18 years or age or older. Please complete and return the following application to: M. Mendes, 430 Belmont St., Brockton, MA 02301 or by email: volunteer@helpfbms.org

Date: _____

P E R S O N A L	Last Name: _____ First: _____ M.I. _____
	Address: _____
	City: _____ State: _____ Zip: _____
	Home Phone: () Cell Phone: () Work Phone: ()
	E-mail address: _____ <div style="text-align: right; font-size: 0.8em;"> Are you over the age of 16? Y N Have you ever served in the military? Y N </div>

Available Start Date: _____

How did you learn about the volunteer opportunities at FBMS? _____

Are you required to complete volunteer hours by your school/organization? ____Yes ____No

If "Yes", Name of School/Organization: _____

Total Hours Required: ____ Completion Deadline: _____

What interests you about volunteering at FBMS? _____

Employment/Volunteer History - If available, please attach a resume

Please list past employment/volunteer history, starting with the most recent.

Name of Organization:	Employment Dates: From: To:
Address:	Telephone: ()
Supervisor:	Position Title:
Description of position:	
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List any educational activities, group affiliations, or prior experiences that will contribute to your volunteer experience:

References- Our policy is to conduct at least three reference checks on all potential volunteers. Please provide the name, telephone number, and relationship to you, of two professional references and one close family member.

1. Name: _____ Telephone Number: _____ Relationship: _____
2. Name: _____ Telephone Number: _____ Relationship: _____
3. Name: _____ Telephone Number: _____ Relationship: _____

Under the American Disability Act (ADA), what accommodations would you need to perform your duties as a volunteer?
Please explain:

Do you have your own transportation? Yes _____ No _____

AVAILABILITY

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>

Please check off preferred volunteer interest(s):

Quincy - Father Bill's Place – 38 Broad St.

- ***Administrative Support/Reception:*** Hours available between 9am-5pm. Provide office support to the shelter staff, including greeting visitors, filing, and computer related tasks such as data entry.
- ***Morning Support:*** (6-8am) Assist support staff in assisting guests as they leave the shelter for the day. Volunteer will help with check-out – involves interaction with shelter guests.
- ***Kitchen Support - Lunch:*** (minimum 2 hours – between 11am & 3pm) Assist with lunch service and other kitchen needs.
- ***Kitchen Support - Dinner:*** (4-6pm) Prepare & Serve evening meal (4-6pm) (volunteers may work with dinner group volunteers)
- ***Evening Intake:*** (4-6pm) Assist staff - greet guests as they arrive for check-in and help them through the check-in process (including searching belongings, distributing toiletries, etc.) Six month commitment required. Current needs: Fridays, Saturdays and Sundays.
- ***New Guest Intake: (4-6pm)*** Conduct intake with new guests – duties include interviewing guests, learning about their reasons for entering the shelter, orienting guests to the shelter program. Six month commitment required.
- ***Evening Dining Service Support: (4-6pm):*** Assist staff in managing traffic to the dining area evening meal.

Brockton - MainSpring House – 54 North Main St.

- ***Administrative Support/Reception:*** Hours available between 9am-5pm. Provide office support to the shelter staff, including greeting visitors, filing, data entry and associated tasks.
- ***Morning Support :*** (6-8am) Assist support staff with morning chores. Volunteer will set out a cold breakfast for guests and assist with check-out.
- ***The Table Weekday Lunch (closed Tuesdays)*** Lunch Servers: (10-11, set up; serving 11am-2pm); Dishwashers: (10am-2pm)
- ***Kitchen Support - Dinner:*** (3:30-6pm) Kitchen Support - prepare and serve evening meal (3-6 pm)
- ***Kitchen Support - Lunch:*** (10am-2pm) Prep/serve lunch.
- ***Evening Intake:*** (4-6pm) Assist staff - greet guests as they arrive for check-in and help them through the check-in process (including searching belongings, distributing toiletries, etc.) Six month commitment required.
- ***New Guest Intake: (4-6pm)*** Conduct intake with new guests – duties include interviewing guests, learning about their reasons for entering the shelter, orienting guests to the shelter program. Six month commitment required.
- ***Evening Dining Service Support:*** (4-6pm): Assist staff in managing traffic to the dining area evening meal.

Brockton - Distribution Center, 430 Belmont St.

Donation Sorters: Sort/inventory donations. Mondays & Wednesdays, 11am-3pm.

Brockton - Workforce Development, 460 Belmont St.

GED Trainers: Train/prepare participants for GED exam (math and writing skills). Classes can be scheduled according to volunteer's availability (1 hr. weekdays between 9 & 12pm).

*Cori required for all volunteer positions. For additional information or to request a volunteer application e-mail Mary Ann Mendes (mmendes@helpfbms.org)

Applicant Statement

I certify that all information I have provided in order to apply for a volunteer assignment with FBMS is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from FBMS's service, whenever it is discovered.

Initial _____

I expressly authorize, without reservation, FBMS, its representative, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding FBMS, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered.

Initial _____

I understand that FBMS has a zero tolerance standard for abuse and inappropriate behavior by volunteers.

Initial _____

I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Signature of Applicant

Date

**Signature of Parent/Guardian
(if applicant is under age of 18)**

Date

Do not sign until you have read and initialed the above statements

IMPORTANT: *As a provider of services for the Executive Office of Health and Human Services we are mandated to obtain a CORI (Criminal Offender Record Information) report on all prospective employees and volunteers who have the potential for unmonitored contact with the clients by our agency. A conviction record will not necessarily be a bar to employment or volunteering. Factors such as relation to position, age and time of the offense, seriousness and nature of violation, and rehabilitation will be taken into account.*

Confidentiality Agreement

Father Bill's & MainSpring is committed to protecting the privacy of every person who comes to us for help or supportive services. We guarantee that all sensitive information provided to us by those we serve is kept strictly confidential.

As a volunteer, intern or staff member at Father Bill's & MainSpring, you are bound by the same guarantee. In the course of your service at FBMS, you may hear information about, be told things directly by, or handle sensitive documents or files that are personal and identifiable to that individual or family. It is important that you do not share anything about a client outside the agency and only within the agency to those individuals who need to know that information.

I, _____, understand the need to keep client information confidential and will not intentionally share private client information to anyone except Father Bill's & MainSpring staff.

Signature

Date

Please Note: To protect the privacy of our guests and program participants, media coverage of volunteer events taking place at a Father Bill's & MainSpring location is strictly prohibited unless requested and approved through the FBMS Development Office at least two weeks in advance. Any photos taken for personal or promotional use should not include guests/participants, particularly faces or any distinguishable characteristics. Failure to adhere to these guidelines may result in termination of volunteer status.