



VOLUNTEER APPLICATION

Thanks so much for inquiring about volunteer work here at the Village. The Village services over 6,000 children and families each year, and our volunteer program is key to brightening children's lives throughout the year.

When completing the application, please be sure to indicate your specific volunteer interests, as well as your days and hours of availability in the specified areas. This will help us identify opportunities that would be best fit for you and our programs.

Please note that prior to volunteer placement, the necessary DCF Child Protective Services, statewide and state police background checks will be conducted on your application. In addition to clearing all background checks, you will also need to complete a pre-placement physical, i.e. tuberculin test and drug screening (at agency expense and at a location to be selected by the agency) prior to volunteer placement.

Please ensure that the DCF CPS Authorization for Release of Information page is legible and **fully completed**, leaving nothing blank, before sending the application to the volunteer office for processing. Incomplete forms will substantially slow down the process.

Please be aware that it will take approximately one month for the application process to be complete. Feel free to contact me if you have any questions, and thanks again for your interest in volunteering with the Village.

Volunteer Coordinator
The Village for Families & Children, Inc.
1680 Albany Avenue
Hartford, CT 06105
www.villageforchildren.org

(please print)



VOLUNTEER APPLICATION

Applicant Name (include middle initial): _____ Date: _____

Permanent address: _____
Street _____ Apt # _____
City _____ State _____ Zip _____

E-mail address of Applicant _____ Telephone _____

School or temporary address: _____
Street _____ Telephone: _____
City _____ State _____ Zip Code _____

Current Employer: _____

Contact in emergency: _____ Telephone: _____

I. Skills and Interests

Do you speak other languages besides English? (specify) _____

Training and education _____

Relevant jobs _____

Hobbies, interests, skills _____

Previous volunteer experience _____

Availability

How often do you want to volunteer? _____

Days available: _____ Times: _____

Do you have a driver's license? _____ State: _____ Driver License #: _____

Do you have automobile insurance? _____

How did you hear about the village? _____

Do you have any health restrictions/special needs to consider in assigning you to a volunteer position? (If so, please specify.) _____

III. Volunteer Opportunities

Is there a particular type of volunteer work you are interested in? *(check all that apply)*

- Working one-on-one with a single client:
 - adults
 - teenagers
 - children
- Providing a service to several clients
- Working directly with a staff person as an assistant
- Doing public speaking, fund raising, special events, etc.
- Helping in our office with general administrative duties
- Doing research, teaching, or an individual project
- Other _____

IV. References

A reference check is an important part of the screening process for volunteers at the Village. Please include complete information for your references, especially daytime phone numbers, so that your references can be checked in a timely manner. References should not be relatives.

Name _____ Daytime phone _____

Address _____
Street City State Zip

Relationship to reference _____

Name _____ Daytime phone _____

Address _____
Street City State Zip

Relationship to reference _____

Name _____ Daytime phone _____

Address _____
Street City State Zip

Relationship to reference _____

Thank you for applying to become a volunteer at the Village for Families & Children.
Please visit the website to view sample Volunteer Opportunities. Please return your completed application to:

Volunteer Coordinator
The Village for Families & Children, Inc.
1680 Albany Avenue
Hartford, CT 06105
www.villageforchildren.org

DISCLAIMER & RELEASE OF INFORMATION AUTHORIZATION

(Please Read Carefully Before Signing)

I certify that all statements given on this application and all other information provided are true and accurate, and I understand that falsification, omission, or misrepresentation in this or any other Village for Families & Children, Inc. record can result in my dismissal. I authorize investigation of all statements contained in this application (and the accompanying resume, if any). I authorize the Village for Families & Children, Inc. to contact my present employer (unless otherwise noted in this application form), past employers, and listed references. I authorize any person, school, current or previous employer, and organizations including state, local, or federal law enforcement authorities to provide the Village for Families & Children, Inc. with relevant information regarding my educational history, work history and personal background, and I release the Village for Families & Children, Inc., and all other such persons and organizations from any legal liability in connection with the request for and release of such information.

I understand that due to the nature of services provided by the Village for Families & Children, Inc., every precaution is taken to ensure that volunteers pose no potential risk to agency clients and employees. I authorize the Village for Families & Children, Inc. to conduct any and all such background investigations as it deems necessary, including but not limited to, an investigation of police records and a protective services background check. I further understand that the Village for Families & Children, Inc. is a drug-free workplace, and I agree to sign and adhere to the Village's drug-free workplace policy. I further agree to participate in a drug screening test (at agency expense and at a location to be selected by the agency) prior to volunteer placement. I understand that volunteer placement is contingent upon a negative test result.

I agree to keep confidential and not disclose to anyone all information acquired which is of a confidential, proprietary, or privileged nature. I hereby agree to sign and abide by any confidentiality agreement presented to me as a volunteer with the Village for Families & Children, Inc.

Signature of Volunteer Applicant

Date