

(To be completed by Hart Felt Staff)

Volunteer Category _____ Supervisor _____ Start Date _____
Interview Date _____ Orientation _____ Volunteer # _____

VOLUNTEER APPLICATION FORM
HART FELT MINISTRIES

(Please note that the information obtained on this application will be input into Hart Felt Ministries' secure database to help us make appropriate placements.)

Last Name _____ First Name _____ Middle I. _____
__Ms. __Mrs. __Mr. __Dr. __Other _____ Preferred Nickname _____
Address _____ Telephone (Home) _____
City _____ State ____ Zip _____ (Work) _____
Email Address _____ (Cell) _____
Age 19 or older? __ yes __ no If no, how old are you? _____
In case of Emergency contact: Name _____ Relationship _____
Address _____ Phone (H) _____ (W) _____

EDUCATION/SKILLS/CAREER:

Highest Grade Completed _____ Special Training _____
Special Talents, Gifts, Hobbies, Skills (including foreign languages) _____
I am __ employed __ unemployed __ retired __ student
For detailed information about my background, I have attached my resume. __ Yes __ No
Name of employer: _____
My employer offers a donation matching program. __ Yes __ No

VOLUNTEER EXPERIENCE:

Have you volunteered with us before? __ No __ Yes Year _____
Other Volunteer Experience:
Agency _____ From _____ To _____
Supervisor _____ Phone _____
Position/Duties _____
Agency _____ From _____ To _____
Supervisor _____ Phone _____
Position/Duties _____

As a volunteer, have you ever been asked to resign? _____
How did you become aware of our volunteer program? _____
Why would you like to volunteer? _____
Type of volunteer work desired: __ Clerical __ Client Service __ Client/Clerical

When are you available for volunteer service?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

In what geographic area do you prefer to serve? _____

MEDICAL INFORMATION:

List any medical limitations you may have _____

Do you have any communicable disease? ____ Yes ____ No

Do you smoke? _____

CONGREGATIONAL AFFILIATION: _____

REFERENCES:

Please list two (2) people (other than relatives) who would be willing to serve as your personal reference – who can vouch for your honesty, integrity, character.

Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

Relationship (friend, co-worker, minister) _____ Known how long? ____ Yrs.

Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

Relationship (friend, co-worker, minister) _____ Known how long? ____ Yrs.

I understand that the screening process of Hart Felt Ministries, Inc., includes an application form, an interview and reference checks, along with any necessary additional checks such as driver's license, insurance confirmation, and criminal history verification, and I give my permission for them to do so.

Being charged or convicted of a felony disqualifies an applicant from volunteering. Being charged or convicted of a misdemeanor does not necessarily disqualify an applicant from volunteering, as long as it does not involve fraud, dishonesty or false statement. Failure to indicate a charge or conviction, regardless of its severity or of the amount of time that has passed, will be considered a falsification of the volunteer application. This will disqualify you from further consideration, and, if you have already begun your volunteer assignment, will be grounds for dismissal.

I certify that the statements made in this volunteer application are true and correct and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the agency from any liability whatsoever for supplying such information.

I agree to give adequate notice (unless an emergency arises) if I am unable to perform my assignment.

Signature

Date

MAIL APPLICATION TO: HART FELT MINISTRIES, INC.

P. O. Box 54699

Jacksonville, FL 32245

HART FELT MINISTRIES, INC.
STAFF AND VOLUNTEER CODE OF CONDUCT

Hart Felt Ministries prides itself on providing quality care to elderly and chronically disabled adults. The primary purpose of this Code of Conduct is to ensure the safety and well-being of staff, volunteers and clients.

Hart Felt Ministries Volunteers Will:

- Conduct themselves in a courteous and respectful manner.
- Respect, adhere to and enforce the rules, policies and guidelines established by Hart Felt Ministries.
- Abstain from and be intolerant of physical or verbal abuse.
- Avoid criminal activities.
- Operate machinery, vehicles and other equipment in a responsible manner.
- Refrain from driving after consuming alcohol.
- Refrain from smoking during time with client.
- Transport a client ONLY if they have completed Hart Felt driver authorization process AND ONLY if they know the client has signed Hart Felt Transportation Liability Waiver.
- NOT give medical advice, touch client medications, nor pick up client prescriptions.
- Accept no reimbursement for their services.
- Consider confidential all personal client information.
- NOT invite a non-Hart Felt volunteer “guest” to visit any Hart Felt client.
- Not volunteer when ill, but will contact Hart Felt Ministries Office as soon as possible.
- Attend quarterly training sessions.
- Not solicit personal business from clients.

It is important that all Hart Felt Ministries volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by the Hart Felt Ministries Advisory Board may lead to dismissal as a volunteer for Hart Felt Ministries.

