



Application for Volunteer or Internship at Hope Harbor

Hope Harbor will store all applications in a secure, locked filing cabinet. The information provided in this application will be kept confidential and shared only as necessary with members of the hiring committee. Please attach additional sheets of paper as necessary to answer the questions below.

A. Contact Information

1. Applicant's Name
2. Applicant's Phone
3. Applicant's Email
4. Current Address
5. Location Work Desired **Marshall** **Winona** **Parker**
6. Preferred Contact Method **Email** **Phone**
7. How did you hear about Hope Harbor?
8. Would you like to be added to our mailing list? **Yes** **No**

B. Background Information

1. Please provide a brief summary of why you would like to volunteer or intern at Hope Harbor:

2. Please describe any past volunteer work you have served in:

3. Please describe any skills, experience (including babysitting/siblings/children), employment or training that would enhance your volunteer work or internship:

4. Have you ever been charged with or convicted of a criminal offense (misdemeanor, gross misdemeanor, felony)? **Yes** **No**
5. Have you ever been or are you currently involved in any family or civil litigation? **Yes** **No**
6. Will you consent to a background check? **Yes** **No**
7. Have you ever engaged in abuse or harassment of a client in prison, jail, lockup, juvenile facility, or other facility? **Yes** **No**

8. Have you ever been accused of abuse or harassment of a client in a facility or of anyone in the community? **Yes No**

9. Have you ever been convicted of abuse or harassment of a client in a facility or of anyone in the community? **Yes No**

Hope Harbor's volunteer/employment screening process includes a criminal background check; applicants may be disqualified if investigated, arrested or convicted of a crime, especially crimes related to abuse or exploitation of children or youth.

C. Service Opportunities at Hope Harbor

The following are some common volunteer opportunities within our organization. Please note your level of interest in each. You may use the space at the end of this form elaborate on other opportunities or to add details to those specified below.

1. Intercessory Prayer	Interested	Maybe	Not interested
2. Tutoring in School (hours vary Monday-Friday 8am-3pm)	Interested	Maybe	Not interested
3. Resident Activities (hours vary afternoons/evenings/weekends)	Interested	Maybe	Not interested
4. Facility Work (home repair, vehicle repair, grounds work, etc)	Interested	Maybe	Not interested
5. Lead Worship and/or Share Lesson at Chapel	Interested	Maybe	Not interested
6. Preparing Meals with Residents	Interested	Maybe	Not interested
7. Grant Writing (include prior experience below)	Interested	Maybe	Not interested
8. Public Relations/Fundraising/Events	Interested	Maybe	Not interested
9. Other (specify in comments at the end of this application)	Interested	Maybe	

D. Service Availability

1. Availability (circle all that apply)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

2. Desired Hours (circle all that apply)

Morning (the hours between 8am and 3pm) Afternoon (the hours between 3pm and 6pm)

Evening (the hours between 6pm and 10pm) Other (specify in comments at the end)

3. Service Frequency (circle all that apply)

One time Occasional Regularly

4. Hours per week or service time desired:

E. Internship

- Internships are offered as a job shadow of our Direct Care Staff in direct care for female residents in both our sites.
- Hours are primarily scheduled 2pm to 10pm weekdays and 8am to 8pm weekends. Interns may be eligible to observe group counseling and group parenting class. Individual counseling sessions are not available for observation.
- Internships are unpaid. Interns age 21 or older may be considered for paid fill in work if available during the internship.
- Internships will be considered upon receipt of resume and cover letter; submission of statement of faith is recommended.

1. Is application regarding an internship or class? **Yes No**

2. College/University/Institution of Study

3. Area(s) of study

4. Semester this requirement will fulfill

5. Projected year of graduation and post graduation plans

6. Please describe the requirements for your internship or class

7. Please attach Cover Letter and Resume; inclusion of a Statement of Faith is optional but recommended

F. Professional References

Please list three non-related professional references we can contact regarding this application for volunteer work or internship.

1. Name

Phone

Relationship

2. Name

Phone

Relationship

3. Name

Phone

Relationship

Please add any comments or questions you might have or details about other volunteer opportunities you are seeking:

G. Application Agreements

Please read and initial each item below to signify your agreement to comply with the statements provided should you be offered a position to work at Hope Harbor.

_____ I agree to nurture and protect children and never to engage in behavior that may harm them.

_____ I agree to do my best to prevent abuse and neglect among children involved in Hope Harbor programming and activities.

_____ In the event that I observe or hear of any inappropriate behaviors or maltreatment involving children, I agree to immediately report my observations.

_____ I acknowledge my obligation and responsibility to protect children and agree to report known or suspected abuse of children to appropriate Hope Harbor leaders and city/state authorities in accordance with the law.

_____ I understand that Hope Harbor will not tolerate abuse or other harm of children and I agree to comply in spirit and action with this position.

_____ I understand that it is my duty to provide complete and accurate information and to self-report all prior arrests, charges, investigations, and convictions. I further understand that failure to do so is grounds for denying my application or for later dismissal from volunteer/internship position.

_____ I authorize Hope Harbor to contact any person or organization, whether or not identified in this application, to inquire about my previous employment, education, criminal history, driving records, interactions with youth, personality, character, behavior, work habits, abilities, and other information relevant to the position for which I am applying. I release these references from all liability and responsibility that may result from providing Hope Harbor with such information. I also authorize Hope Harbor to request, receive, and evaluate that information, and agree to hold Hope Harbor harmless from any liability and responsibility that may result from receiving or acting upon information obtained in the screening or hiring process.

By signing this application, I attest that the information submitted in the above application is true and complete to the best of my knowledge. I understand that if granted a volunteer position or internship at Hope Harbor, false statements on this application shall be considered sufficient cause for dismissal. I also acknowledge that signing this application does not create a contract for a volunteer position or internship between me and Hope Harbor.

Applicant Signature

Date

For Internal Use Only:

Date received

Reviewed by

Applicant contact by

Interview scheduled

References contacted