Heartstrings Community Foundation™
7096 W. 105th St. Overland Park Ks 66212
Ph:913-649-5700 Fax:913-649-5702
Website:www.heartstringscf.org
Email info@heartstringscf.org

Volunteer Application & Interest Form

Please complete the form as accurately as possible and return. This information is important due to the nature and responsibility of some of the service positions we offer to our volunteers. It will be kept confidential. We thank you for your cooperation.

Date:_____

PERSONAL INFORMATION

NAME: _____ Date of Birth___/___/___
Last First Middle Initial

Address: _____ Apt Number: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Home Phone:_____ Work Phone: _____ Ext: _____

Cell Phone: _____ Fax: _____

POSITION & AVAILABILITY

CHECK THOSE ITEMS YOU WOULD LIKE US TO CONSIDER IN FINDING A POSITION FOR YOU Preferences: (Check all that apply)	
o Available during weekdays o Available during evenings o Available during weekends o Interested in on-going volunteer positions o Interested in one time projects o Part-Time o Summer o Temporary	o Work with others o Work one on one o Work independently o Work with adults o Work on planning committees Date Available: ____/____/____

WHAT DAYS AND TIMES ARE YOU AVAILABLE?

Day	Monday	Tuesday	Wednesday	Thursday	Friday

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Time					

GENERAL

It is important that you truthfully answer the following questions regarding criminal conduct. Criminal conduct includes both misdemeanors and felonies. Your answers are subject to investigation by the company and any inaccuracy will subject you to discharge. The disclosure of Criminal Conduct will not necessarily result in your rejection of employment.

Have you ever been charged with a crime (other than a traffic violation but including driving under the influence of alcohol or drugs) that resulted in a conviction, probation, suspended imposition of sentencing, or a guilty plea, or by a military court martial? Yes No If yes, for each instance please state the date, place, crime, and the circumstances.

_____
_____
_____
_____

Were you ever bonded?
Yes No

Has bond ever been refused or cancelled?
Yes No If yes, give date and reason

_____

VOLUNTEER HISTORY

How did you hear about volunteering at Heartstrings Community Foundation?

Have you ever volunteered before? YES NO
If yes, where did you volunteer? _____

EDUCATION

Please indicate the level of education you have achieved.

_____ Some high school
_____ High school diploma/ GED
_____ Technical School/ Apprentice
_____ Associate's Degree
_____ Some college
_____ BA/BS

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_____ Graduate Degree _____
_____ Other (please specify)

REFERENCES

Please list three professional references:

Name:_____ Relationship:_____ Phone #: _____

Name:_____ Relationship:_____ Phone #: _____

Name:_____ Relationship:_____ Phone #: _____

ADDITIONAL INFORMATION

Please let us know about any other information you would like to share about yourself. (i.e. Interests, hobbies, professional memberships, patents, etc)

_____

_____

_____

_____

AUTHORIZATION

I authorize an inquiry to be made on the information contained in this application. Upon written request, the nature and scope of this inquiry will be made available to me.

Former employers named herein, government body including law enforcement agencies, schools or other agencies, are authorized to give information regarding me. They are hereby released from all liability for issuing such information.

I understand that misrepresentation or omission of facts will be cause for cancellation of consideration for volunteer participation or dismissal once accepted.

I understand that my volunteering is at will, that the terms and conditions of my volunteering can be changed at the option of Heartstrings Community Foundation and that my volunteering can be terminated with or without good cause at any time, for any reason, at the option of Heartstrings or myself.

A photocopy of this release shall be considered as valid as the original.

STATEMENT OF POLICY: I understand Heartstrings Community Foundation is committed to ensure a safe, drug free workplace for all company employees and the general public. As a public employer, the company has a compelling interest in establishing reasonable conditions of volunteering. Prohibiting volunteer drug and alcohol use is one such condition.

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AFFIRMATION OF POLICY: As an applicant for a volunteer position with Heartstrings Community Foundation, I affirm that I have read and understand Heartstrings' Drug and Alcohol Testing Policy statement of Policy noted above, and I am aware that volunteering for a safety sensitive position, is subject to random drug testing. If accepted as a volunteer with Heartstrings, I agree to abide by all provisions of the anti-drug policy as a condition of my continued volunteering with the company.

_____ _____
Date Volunteer's Name (PLEASE PRINT)

_____
Volunteer's Signature

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INTEREST FORM

Use this form to let us know what you are interested in while volunteering at Heartstrings. Check and number the top five volunteer positions or write in interest areas that are not in this form. This will help us find tasks and activities for you to do.

Background/ Knowledge		
o Accounting o Adult Development & Training o Aquatics o Arts o Business Operations o Coaching o Counseling o Communications o Events o Financial Management o Fund Raising/Philanthropy o General Office o Grant Writing o Graphics	o Health and Safety o Individual Sports o Journalism o Marketing o Media Relations o Developmental Disabilities o Outdoor Challenge Activities o Organizational Volunteer o Photography/Video o Physical Disabilities	o Property/ Building Maintenance o Public Relations o Recreational Assistants o Retail Operations o Sales o Team Sports Other:_____

Experience and/or Skill in:		
o Auctioneer o Bowling o Building Collaborations o Business Assistant o Cardiovascular Exercise o Community Analysis o Community Outreach o Companion Mentor for Adults o Computer Basics o Conflict Resolution o Corporate Solicitation o Creativity o Critical Thinking o Curriculum Design o Customer Service o Data entry/ office assistant o Day Service Helper o Deliver Presentations o Develop Systems o Editing o Evaluation o Event Management-Facilities, Hospitality &/or Entertainment o Experiential Learning o Facilitation	o Grant Writing o Group Management o Handling Multiple Tasks o In-services o Instructor for Life Skills Program o Interpersonal Relations o Interviewing o Sign Language o Language(s) in addition to English o Leadership o Managing Details and Deadlines o Marketing Sales Manager o Math o Mentoring Adults o Money Management o Motivation Others o Oral Communications o Organizational o Newsletter Editor o Nursing Home Assistant o Photographer o Program o Promotions	o Power Point Presentation o Priority Setting o Program Design o Program Implementation o Providing Feedback o Publicity/ News Releases o Receptionist/assistant o Recruitment o Retail shop assistant o Script/Copy Writing o Speakers Bureau o Strategic Planning Supervision o Swimming o Teaching Adults o Team building Activities o Telephone Campaign o Training Assistant o Vocational Assistant o Volunteer Management o Volunteer Mentor o Volunteer Recruiter o Website Design and Maintenance o Weight Lifting o Written Communication Other:_____ Other:_____

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