



Volunteer Application

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____ Birth Month & Day _____

Volunteer Opportunities. Please mark your preference of service:

- Front Desk: Answer phone, greet guests, check guests in & out
- Front Desk: computer, filing, copying
- Special Events: volunteer day of event to help with set-up, tear-down, and duties as needed
- Handyman services: painting, gardening, repairs, etc.
- Volunteer Coordinator: solicit and manage volunteers for events and community outreach opportunities
- Community Advocate: Build connections and educate the staff of organizations with referral opportunities

Please check the month(s) you are available for service:

January February March April May June
 July August September October November December

Please check the boxes that indicate the days and times you are available. Our regular shifts are: Monday – Friday, 8 AM–11 AM, 11 AM–2 PM, 2 PM–5 PM daily. Molly’s House will work with you to customize a schedule that meets your needs.

Times	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 AM-11 AM							
11 AM-2 PM							
2 PM-5 PM							

Please list your office skills: _____

Please list your computer skills: _____

Education Completed: High School College (1 2 3 4 yrs.) Graduate School

Please read carefully and sign after completing the application.

Volunteer Service Conditions: The information listed is true and complete to the best of my knowledge. Should I be enrolled as a volunteer at Molly’s House, Inc. Any misrepresentation, false or misleading statement or omission contained herein may be considered cause for dismissal. Molly’s House, Inc. requires a background check for volunteers working directly with the families of patients that stay with us. Molly’s House has my permission to obtain all necessary information concerning my prior employment and/or volunteer service, or other sources. I release all parties from any possible damages resulting from disclosure of such information with/without prior written notice from me, I reserve the right to know the names and address of any investigative agencies used in order that I may learn the information contained in any reports furnished to Molly’s House, Inc. I understand this application does not constitute a volunteer service contract of any kind. Should I be enrolled as a volunteer by Molly’s House, Inc. I may resign such enrollment at any time and Molly’s House, Inc. may terminate my volunteer service at its discretion.

Employment - Please provide your current or most recent employment.

Company Name _____ Phone _____

Address _____ City _____ Zip _____

Dates employed _____ Supervisor Name _____

Duties _____

Reason for leaving _____

Name under which you were employed _____ May we contact the employer? _____

Volunteer Experience - Please list your experience, most recent first.

Organization Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Dates of Service _____ Supervisor Name _____

Duties _____

Reason for leaving _____

Name under which you volunteered _____

Personal Reference - Please provide local personal references other than relatives.

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Emergency Contact

Name _____ Relationship _____

Phone _____ Address _____

Were you ever convicted of a crime or had adjudication withheld? ____Yes ____No If yes, please list convictions or adjudications: _____

A previous criminal conviction does not necessarily disqualify you for volunteer service. Factors such as age and time of offense, seriousness, nature of violation and rehabilitation will be taken into account.