



The Haven of Portage County | [info@portagehaven.org](mailto:info@portagehaven.org)

## ***VOLUNTEER APPLICATION***

\* REQUIRED FIELDS

Application can also be completed at [WWW.PORTAGEHAVEN.ORG](http://WWW.PORTAGEHAVEN.ORG)

### **TELL US ABOUT YOURSELF**

First Name*	Middle Initial*	Last Name/Maiden Name/AKA/none*
Name preferred to be used		Birthday
Address*	City/State/Zip*	
E-mail:		
HOME Phone*:	CELL Phone*:	
Church/Organization:		City:
1) How did you learn about our volunteer program?		
2) Why are you interested in volunteering here?		
3) Have you been convicted of a felony in the last 10 years*?		
a.) If yes, please state date, offense & city/state of offense: <i>(this will not necessarily keep you from volunteering)</i>		

**\*\*NOTE: BACKGROUND CHECKS ARE REQUIRED FOR ALL VOLUNTEERS AT THE HAVEN OF PORTAGE COUNTY\*\***

### **FORMER ADDRESS**

Please list former addresses or places of residence in the last 10 years:

### **EMPLOYMENT INFORMATION**

Current/most recent employer & address:

Position: \_\_\_\_\_ Date employed: \_\_\_\_\_ RETIRED

### **STUDENT'S INFORMATION**

Current School:

Student of: \_\_\_\_\_ Current or Graduation Year: \_\_\_\_\_

### **VOLUNTEER EXPERIENCE**

Agency	Activity	Dates

***To the best of my knowledge, the above information is true and is submitted voluntarily. This information may be used and disclosed for The Haven of Portage County purposes. I realize as a Haven of Portage County volunteer I am not paid for my service, and am not covered under worker's compensation. I agree to comply with all guidelines, rules and procedures.***

SIGNATURE OF APPLICANT

DATE

# PLEASE COMPLETE PAGE 2 TO PROVIDE DETAILS ABOUT YOUR VOLUNTEERING INTERESTS. THANK YOU!

**-Complete sections below based on your interest. Choose at least one-**

<input type="checkbox"/> <b>COURT-ORDERED COMMUNITY SERVICE</b> <i>(maintenance &amp; adult shelter service only)</i>	
• Court, Probation Officer & Phone Number:	
• Offense(s) causing community service:	# of hours needed & by when:
<input type="checkbox"/> <b>MEAL PROVIDER</b>	
• Meal @ 7:00 AM	Breakfast M T W TR F SA SU
• Meal @ 5:00 PM	Dinner (not daily) M T W TR F SA SU
<input type="checkbox"/> <b>ADULT SHELTER VOLUNTEER</b> <i>servicing single men &amp; women</i>	
• What days/shifts are you available to volunteer?	1:00-5:00 AM / 5:00-8:00 AM M T W TR F SA SU
•	5:00-9:00 PM / 9:00 PM-1:00 AM
• Are you able to volunteer at the last minute should someone not show for their shift?	YES / NO
<input type="checkbox"/> <b>FAMILY SHELTER VOLUNTEER</b> <i>servicing families with children</i>	
• What days/shifts are you available to volunteer?	1:00-5:00 AM / 5:00-8:00 AM M T W TR F SA SU
•	5:00-9:00 PM / 9:00 PM-1:00 AM
• Are you able to volunteer at the last minute should someone not show for their shift?	YES / NO
<input type="checkbox"/> <b>FAITH &amp; SERVICE VOLUNTEERS</b> <b>**PASTORAL LETTER OF REFERENCE FOR NON-PASTORS IS REQUIRED**</b>	
Circle area(s) of service: <i>Bible Study</i> <i>Worship/Music</i> <i>Prayer</i> <i>Other:</i>	
<input type="checkbox"/> <b>GENERAL VOLUNTEER/OTHER</b> <i>(please specify)</i>	

**PLEASE CHECK WHICH AREAS YOU ARE WILLING & ABLE TO VOLUNTEER YOUR SERVICE.  
THANK YOU!**

**ADMINISTRATION** (daytime)

- Answering telephone
- Inventory donated items
- Mailings
- Word processing/Data entry
- Administrative assistant
- Other \_\_\_\_\_

**FAITH-BASED PROGRAMS**

- Bible study leader
- Music
- Other \_\_\_\_\_

**ANIMAL/PET CARE**

- Kennels (outside)
- Other \_\_\_\_\_

**TECHNOLOGY**

- Computer repair/maintenance
- Web site maintenance/design
- Graphics/design
- Other \_\_\_\_\_

**FINANCES/COMMUNICATION**

- Make phone calls for annual auction
- Donor management
- Fundraising
- Liaison between The Haven & others
- Grant support
- Other \_\_\_\_\_

**IN-KIND DONOR**

- Inventory our Wish List items (daytime)
- Provide critical needs on occasion (milk, soap, PBJ, etc.)

**HOUSEKEEPING**

- Laundry instruction (How to sort; wash)
- Other \_\_\_\_\_

**KITCHEN/FOOD**

- Provide bagged lunch
- Meal donor
- Kitchen assistance
- Other \_\_\_\_\_

**FACILITY**

- Electrical
- Gutters/downspouts
- Roof
- Heating/cooling
- Plumbing
- Windows
- Exterior siding
- Carpeting/flooring
- Painting
- Lawn care - cutting/weeding/waste removal
- Snow removal
- Parking lot maintenance
- Construction
- Security
- Other \_\_\_\_\_