



*fostering hope, transforming lives, securing futures*

6736 Laurel Canyon Blvd., Suite 200  
North Hollywood, CA 91606  
Phone: 818/755-8786 Fax: 818/755-8789  
[www.thevillagefs.org](http://www.thevillagefs.org)

## VOLUNTEER APPLICATION

Thank you for your interest in volunteering with The Village Family Services. We appreciate your desire to support our work. Due to the nature and sensitivity of caring for youth, State law requires a background check for all staff and volunteers. Therefore, more specific information is required in our volunteer process than you may have expected. All information is kept in strict confidence. Please be aware, there will a process required drug test, physical with tuberculin skin test, fingerprint and background checks.

**Please complete this application and return by e-mail or fax at**  
**Fax: 818/755-8789 Attention: Michael Van Dyke**  
**E-mail: [volunteer@thevillagefs.org](mailto:volunteer@thevillagefs.org)**

### CONTACT INFORMATION

Today's Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### CURRENT EMPLOYER

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

**EDUCATION**

Name of High School: \_\_\_\_\_

Graduate?  Yes  No

Name of College/University: \_\_\_\_\_

Graduate?  Yes  No

Name of Graduate School: \_\_\_\_\_

Graduate?  Yes  No

Specialized Education or Training (Please List): \_\_\_\_\_

List Languages Spoken other than English: \_\_\_\_\_

List Languages Written other than English: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Primary Physician's Name: \_\_\_\_\_ Physician's Telephone: \_\_\_\_\_

**AVAILABILITY**

During which hours are you available for volunteer assignments:

- |                                            |                                              |                                            |
|--------------------------------------------|----------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Monday Morning    | <input type="checkbox"/> Monday Afternoon    | <input type="checkbox"/> Monday Evening    |
| <input type="checkbox"/> Tuesday Morning   | <input type="checkbox"/> Tuesday Afternoon   | <input type="checkbox"/> Tuesday Evening   |
| <input type="checkbox"/> Wednesday Morning | <input type="checkbox"/> Wednesday Afternoon | <input type="checkbox"/> Wednesday Evening |
| <input type="checkbox"/> Thursday Morning  | <input type="checkbox"/> Thursday Afternoon  | <input type="checkbox"/> Thursday Evening  |
| <input type="checkbox"/> Friday Morning    | <input type="checkbox"/> Friday Afternoon    | <input type="checkbox"/> Friday Evening    |
| <input type="checkbox"/> Saturday Morning  | <input type="checkbox"/> Saturday Afternoon  | <input type="checkbox"/> Saturday Evening  |
| <input type="checkbox"/> Sunday Morning    | <input type="checkbox"/> Sunday Afternoon    | <input type="checkbox"/> Sunday Evening    |

How Many Hours (Approximately) are you able to volunteer during the following time periods:

\_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Annually \_\_\_\_\_ Other

It is the policy of The Village Family Services to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA). The Village Family Services will not discriminate against any qualified volunteer applicant because of an individual's physical or mental disability. The Village Family Services also will make reasonable accommodation wherever necessary for all volunteer applicants with disabilities, provided that the individual is otherwise qualified to

safely perform the duties and assignments connected with the volunteer position and provided that any accommodations made do not required undue or significant difficulty or expense.

Are you able to perform the essential functions of the volunteer position which you are applying either with or without reasonable accommodation?	* If no, please describe the functions that cannot be performed:
<input type="checkbox"/> Yes <input type="checkbox"/> * No	

The Village Family Services will not deny a volunteer opportunity solely on the grounds of a conviction of a criminal offense. Each situation will be considered on a case-by-case basis; and as such the nature, date and surrounding circumstances and relevance of the offense(s) may be considered.

Have you ever been convicted of a criminal offense(s) (misdemeanor or felony)? (See notice below):	* If yes, please describe the nature and date (s) of the offense (s):
<input type="checkbox"/> * Yes <input type="checkbox"/> No	

You are not required to, nor should you, disclose information regarding: a minor traffic violation; information that is more than seven years old; that was judicially expunged or sealed; for a marijuana-related offense over two years old; if you completed a pre-trial diversion program; or a misdemeanor for which probation was successfully completed or discharged and the case was judicially dismissed.

**INTERESTS**

Tell us which areas you are interested in volunteering:

Administration    Events    Fundraising    Activities    Other, Please Specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FRIENDS/RELATIVES EMPLOYEED OR VOLUNTEERING AT The Village Family Services**

Friend/Relative 1: Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Friend/Relative 2: Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

**PERSONAL REFERENCES**

Reference 1: Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reference 2: Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PREVIOUS VOLUNTEER EXPERIENCE**

Name of Volunteer Program: \_\_\_\_\_

Dates of Volunteering: \_\_\_\_\_

Name of Volunteer Program: \_\_\_\_\_

Dates of Volunteering: \_\_\_\_\_

Name of Volunteer Program: \_\_\_\_\_

Dates of Volunteering: \_\_\_\_\_

Please summarize your previous volunteer experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SKILLS OR QUALIFICATIONS**

Please summarize any special skills and/or qualifications you have, including hobbies or sports:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGREEMENT**

By Submitting this application, I affirm that the facts set forth in it are true and complete to the best of my knowledge, and agree to have any of the statements, including references, checked by the organization or its representatives. I understand that by providing any false or misleading information, omissions, or other misrepresentations may disqualify me from further consideration as a volunteer and may result in my immediate removal from a volunteer position, even if discovered at a later date. I understand that upon acceptance of my application to become a volunteer, I will be required to obtain at my own cost, a fingerprint clearance, a physical health test including tuberculin skin test and drug

test before I can begin any volunteer assignment. The clearance process will also require me to provide identifying documentation including, but not limited to: driver's license, Social Security card and vehicle insurance.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OUR POLICY

It is the policy of this organization to provide equal opportunities without regard to: Age, for people 40 and older; genetic information; marital status; medical condition (include cancer/genetic characteristics) or AIDS/HIV status; mental or physical disability; national origin and ancestry; including language use; pregnancy or perceived pregnancy; race and color; religion; sex; including: pregnancy childbirth, breastfeeding and related medical conditions, gender identity or gender expression; sexual orientation or veteran status.

Thank you for completing this application form and for your interest in volunteering with us.