

# Volunteer Application Packet

Thank you for taking the time to complete this form. Please know that your personal information will be kept confidential.

Once you have completed **all but pages 17-19**, please call Hannah's Home to schedule an appointment to complete the application process.

Ask for our Volunteer Coordinator: (561)277-9823

If you have any questions, please don't hesitate to give us a call.

# **General Information**

Please Note: If offered employment/volunteer status, you will need a physical exam with a negative TB test, CPR/first aid Certification, and a Level ll Background Clearance and Local Law Clearance Letter prior to working with children.

Date:				
First Name:	Last Name:			
Title: Dr Mr Mrs Ms	Other: Gender: M F			
Date of Birth:				
Home Address:				
City:	State:Zip Code:			
Home Phone:	Cell Phone:			
Email:	Preferred Contact: Phone E-mail			
Emergency Contact:	Relationship:			
Emergency Contact Phone:				
In what areas are you interested in volunte below.	eering? Please check the appropriate box(es)			
Auto Maintenance Administrative Baby Caregiver Construction/Handyman Community Awareness Driver/Transportation Donation Pick-up Educational - Tutoring Fundraising/Development Gardening/Yard Work Grant Support	Housekeeping/ Cleaning IT Support Life Skills Classes Meals/Cooking/Nutrition Mentoring One-on-One Discipleship Public Relations /Marketing Prayer Partner Transition Planning Coach Other:			
Please give any additional details as to spe	ecific volunteer interests:			

Please list any health or physical limitations we should be aware of:

# Personal Information

At the end of the Application you will find additional information. Included are 2 Employment and 2 Personal Character Reference Forms which you will need to have completed and returned separately to: **Hannah's Home of South FL, Inc., PO Box 4512, Tequesta, FL 33469** 

Please list any training, education, licensing or certifications that could help you in volunteering with Hannah's Home. Please include First Aid/CPR, Lifeguard, CPI, etc. (this is not a prerequisite for volunteer approval):

Hobbies, special interests, or talents:
Why are you interested in volunteering at Hannah's Home?
Please share what part your faith plays in your life:
Are you attending church: Yes No If yes, please share where and how often:
Have you ever been charged or arrested for a crime excluding minor traffic violations?
If yes, please explain:

# Previous Volunteer Experience

Company Name:	End
Company Name: Address: Supervisor: Dates of Employment: S Salary: Start Job Title and Describe Y Work: Company Name: Address:	End: End   Your Phone:
Company Name:	End: End  Your Phone:
Company Name:	End:End:  End  Your
Company Name:	Etart:End: End Your
Company Name:	tart:End:
Company Name: Address: Supervisor:	
Company Name:Address:	
Company Name:	
± •	
	TA:  nt copy of your resume. (Not required if not available) complete full time and part time employment records. Start with your present or most  Phone:
reveal any confic also agree to rep	teer for Hannah's Home of South Florida, Inc., I understand that I will not dential information learned or obtained while fulfilling agreed functions. I bresent Hannah's Home of South Florida, Inc., with the highest degree of ionalism, and honesty at all times.
Are you still there	e? (If no, please tell us why):
Description of yo	our assignment:
Previous Organiz	zation:
Are you still there	e? (If no, please tell us why):
Ara valuatili than	di doolgimient.
	our assignment:
Description of yo	n you volunteered for: our assignment:
Last Organization  Description of yo	n you volunteered for:

Job Title and Describe Your Work:	
Company Name:	Phone:
Supervisor:	
Dates of Employment: Start:	End:
Salary: Start	End
	Phone:
Supervisor:	
Dates of Employment: Start:	End:
Salary: Start	End
Job Title and Describe Your Work:	
Have you been discharged from any of the abo	ove positions?YESNO
If yes, please explain:	
EDUCATION AND TRAINING:	
Last School Attended:	from:to:
Diploma (s) and/or Degrees Received:	
If you attended College, what was your major:	?
	nonors received:
Describe any special training, gifts, or talents y	you have:
List special interests or hobbies:	
State any additional information that you cons	sider helpful in us considering your application:
Do you give consent to verify your refersignature:	

# **REFERENCES**

Please list references below: Provide a minimum of two personal references and two professional references.

# EMPLOYMENT REFERENCE

Employer Reference:			
Title/Position:	Phone:		
Employer Reference:			
Title/Position:	Phone:		
Employer Reference:			
Title/Position:	Phone:		
Employer Reference:			
Title/Position:			
PERSONAL/CHARACTER REFERENCE Personal Reference/Character Reference:			
How do you know this person/relationship:		Phone:	
Personal Reference/Character Reference:			
How do you know this person/relationship:		Phone:	
Personal Reference/Character Reference:			
How do you know this person/relationship:		Phone:	

# **EMPLOYER REFERENCE VERIFICATION**

Name of Applicant:	
Job Title Considered For:	
Individual Completing Form:	
(Print and Sign Name)	
Date Organization/Business Contacted:	
Person Contacted:Title:	
Telephone Number:	
1. This applicant gave your name as a former employer and stated that the dates of emp	loyment were:
From:To: Verified: Yes	No
2. Were you the applicant's immediate supervisor?YesNo	
If no, please give your working relationship:	
3. Applicant states he/she was employed as:	
Please verify: YesNo	
4. What were the major duties performed?	
5. Was the applicant's work performance satisfactory? Yes	No
Please explain:	
6. Has the employee ever received any disciplinary action? If yes, what was the nature	e of the offense and what
action was taken?	_
7. Why did this person leave your organization?	
7. Why did this person leave your organization?	
8. Would you rehire this person? YES NO	
9. Are you aware of any information that might negatively affect this individual's suitable	pility for employment in a
position caring for children? If yes, please explain:	
10. And there are other comments were list to make the state of 12.11.12.	
10. Are there any other comments you wish to make about the individual's work perform	nance?
<del>-</del>	

# **EMPLOYER REFERENCE VERIFICATION**

Nar	ne of Applicant:
Job	Title Considered For:
Indi	ividual Completing Form: (Print and Sign Name)
Ora	Dateanization/Business Contacted:
	son Contacted:Title:
	ephone Number:
	<ol> <li>This applicant gave your name as a former employer and stated that the dates of employment were:</li> </ol>
Fro	om:To: Verified: Yes No
	Were you the applicant's immediate supervisor?Yes No
	o, please give your working relationship:
	Applicant states he/she was employed as:
Plea	ase verify: Yes No
4.	What were the major duties performed?
5.	Was the applicant's work performance satisfactory? Yes No
Plea	ase explain:
6.	Has the employee ever received any disciplinary action? If yes, what was the nature of the offense and what
	action was taken?
7.	Why did this person leave your organization?
8.	Would you rehire this person? YES NO
9.	Are you aware of any information that might negatively affect this individual's suitability for employment in a
	position caring for children? If yes, please explain:
	position earning for enfidient: If yes, prease explaint.
10.	Are there any other comments you wish to make about the individual's work performance?

# PERSONAL CHARACTER REFERENCE FORM

Applic	cant's Name
Applic	cant's Address
applic	quired by Chapter 85-54, Laws of Florida, reference checks must be completed for the above ant to be employed as a caretaker of children at Hannah's Home of South Florida, Inc.  name has been given as a personal reference. Please answer the following questions, sign
	te this form and return it to Hannah's Home. Thank you.
1.	How long and in what capacity have you known the above applicant?
2.	To your knowledge, has the applicant ever been convicted of a crime? If yes, explain.
3.	Do you think this person is qualified to work in a facility/home or to care for children? Why or why not?
4.	Would you consider placing the responsibilities of a child or relative of yours with the applicant?
5.	Additional comments:
Signat	nure: Date:
Print N	Name
	SS
Phone	#

# PERSONAL CHARACTER REFERENCE FORM

Applicant's Name
Applicant's Address
As required by Chapter 85-54, Laws of Florida, reference checks must be completed for the above applicant to be employed as a caretaker of children at Hannah's Home of South Florida, Inc.
Your name has been given as a personal reference. Please answer the following questions, sign and date this form and return it to Hannah's Home. Thank you.
1. How long and in what capacity have you known the above applicant?
2. To your knowledge, has the applicant ever been convicted of a crime? If yes, explain.
3. Do you think this person is qualified to work in a facility/home or to care for children? Why or why not?
4. Would you consider placing the responsibilities of a child or relative of yours with the applicant?
5. Additional comments:
Signature: Date:
Print Name
Address

# **Confidentiality Statement**

## **AFFIRMATION AND RELEASE**

l,	hereby	affirm	that	all o	f the	answers
provided on my volunteer application are tru	e. I here	eby aut	horize	Han	nah's	Home to
check my references. I understand that the in	formation	n reque	sted i	n this	applic	cation will
be used only for the purposes of determining	, suitabili <sup>.</sup>	ty as a	Hanr	nah's I	Home	of South
Florida, Inc. Volunteer.		-				

#### STATEMENT OF CONFIDENTIALITY

Employees/Volunteers of Hannah's Home of South Florida, Inc. are expected to conduct themselves in a moral, ethical, lawful, professional, responsible and safe manner. During your term of employment and/or service, you may have access to information identified by Hannah's Home as having a confidential, proprietary or secret nature. It is your duty to protect such information including, but not limited to, the following:

- The identity of residents at Hannah's Home
- Personal resident information learned through conferences, visits or other activity at the Home
- Any personal information shared by a resident with you
- Medical information involving employees or residents

You are not to divulge directly or indirectly any confidential information except as required in the course of Hannah's Home business and/or the sole interest of Hannah's Home, both during your term of employment and/or service and thereafter.

If Hannah's Home of South Florida, Inc. has any reason to believe that a current or former employee/volunteer has divulged any confidential information, has put some information to use not authorized by Hannah's Home, or has taken any other actions which have the potential for divulging such information and are thus detrimental to Hannah's Homes interests, Hannah's Home of South Florida, Inc. will take appropriate action. This may include disciplinary measures, up to and including discharge. In addition, Hannah's Home of South Florida, Inc. may take legal action to recover for any damages suffered by Hannah's Home of South Florida, Inc. as a result of any current or former employee's/volunteer's violation of this policy, which could result in the imposition of personal liability upon that person.

By your signature below, you indicate you have read this Confidentiality Agreement, and you understand and agree to abide by its terms in their entirety.

## HANNAH'S HOME AGREEMENT

- 1. I have carefully read the Statement of Confidentiality and agree to follow the guidelines.
- 2. I understand that possible grounds for dismissal as a volunteer with Hannah's Home may include, but not limited to the following: failure to maintain confidentiality, gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of agency equipment or materials, abuse or mistreatment of clients or co-workers, failure to abide by agency policies and procedures, failure to meet physical or mental standards of performance, and failure to satisfactorily perform assigned duties.

NAME OF VOLUNTEER (please print)
SIGNATURE OF VOLUNTEER
DATE





# EMPLOYEE MEDICAL EXAM FORM

Employee Name			Date	Date		
Ministry Name						
Medical Facility		Phone Number				
Physician's Name						
Exam for:	Normal	Abnormal	Comments			
Heart Rate						
Blood Pressure						
Respiration						
Eyes						
Nose						
Throat						
Ears						
Abdomen						
Skin						
Lungs						
Glands						
Teeth						
TB Test			RESULTS			
or disabilities which we	ould interfere with the Care: Yes / No If Y	neir ability to work with or	ve suffers from no communicable di care for children.	seases, specific illnesses		
Physician Signature			Date			



# **AFFIDAVIT OF GOOD MORAL CHARACTER**

State of Florida	County of				
Before me this day personally appeared who,					
being duly sworn, de	poses and says:  (Applicant's/Employee's Name)				
As an applicant for e	employment with, an employee of, a volunteer for, or an applicant to volunteer with, I affirm and attest under penalty of perjury that I				
meet the moral chara	cter requirements for employment, as required by the Florida Statutes and rules, in that:				
of nolo contender or expunged for, any of	ted with disposition pending or found guilty of, regardless of adjudication, or entered a plea guilty to or have been adjudicated delinquent and the record has not been sealed or fense prohibited under any of the following provisions of the Florida Statutes or under any ther jurisdiction for any of the offenses listed below:				
Section 393.135 Section 394.4593 Section 415.111 Section 741.28 Section 782.04 Section 782.07	Relating to: sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct sexual misconduct with certain mental health patients and reporting of such sexual misconduct adult abuse, neglect, or exploitation of aged persons or disabled adults or failure to report of such abuse criminal offenses that constitute domestic violence, whether committed in Florida or another jurisdiction murder manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child				
Section 782.071 Section 782.09 Chapter 784 Section 784.011 Section 784.03 Section 787.01 Section 787.02	vehicular homicide killing an unborn quick child by injury to the mother assault, battery, and culpable negligence, if the offense was a felony assault, if the victim of offense was a minor battery, if the victim of offense was a minor kidnapping false imprisonment				
Section 787.025 Section 787.04(2) Section 787.04(3) Section 790.115(1)	luring or enticing a child taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceeding carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person exhibiting firearms or weapons within 1,000 feet of a school				
Section 790.115(2) (b) Section 794.011 Former Section 794.041 Section 794.05	possessing an electric weapon or device, destructive device, or other weapon on school property sexual battery prohibited acts of persons in familial or custodial authority unlawful sexual activity with certain minors				
Chapter 796 Section 798.02 Chapter 800 Section 806.01 Section 810.02	prostitution lewd and lascivious behavior lewdness and indecent exposure arson				
Section 810.02 Section 810.14 Section 810.145 Chapter 812	burglary voyeurism, if the offense is a felony Video voyeurism, if the offense is a felony theft and/or robbery and related crimes, if a felony offense				

Section 817.563 fraudulent sale of controlled substances, if the offense was a felony
Section 825.102 abuse, aggravated abuse, or neglect of an elderly person or disabled adult

Section 825.1025 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult

Section 825.103 exploitation of disabled adults or elderly persons, if the offense was a felony

Section 826.04 incest

Section 827.03 child abuse, aggravated child abuse, or neglect of a child Section 827.04 contributing to the delinquency or dependency of a child

Former Section 827.05 negligent treatment of children
Section 827.071 sexual performance by a child
Section 843.01 resisting arrest with violence

Section 843.025 depriving a law enforcement, correctional, or correctional probation officer means of protection or

communication

Section 843.12 aiding in an escape

Section 843.13 aiding in the escape of juvenile inmates in correctional institution

Chapter 847 obscene literature

Section 874.05(1) encouraging or recruiting another to join a criminal gang

Chapter 893 drug abuse prevention and control only if the offense was a felony or if any other person involved in the

offense was a minor

Section 916.1075 sexual misconduct with certain forensic clients and reporting of such sexual conduct Section 944.35(3) inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm

Section 944.40 escape

Section 944.46 harboring, concealing, or aiding an escaped prisoner
Section 944.47 introduction of contraband into a correctional facility
Section 985.701 sexual misconduct in juvenile justice programs
Section 985.711 contraband introduced into detention facilities

#### THE FOLLOWING APPLIES ONLY TO THOSE APPLICANTS FOR MENTAL HEALTH POSITIONS

In addition to the Chapter 435, F.S., listed offenses, the following offenses are also applicable for "Mental Health Personnel" screened pursuant to section 394.4572, F.S., defined as program directors, professional clinicians, staff members, or volunteers working in a public or private mental health program or facility who have direct contact with individuals held for examination or admitted for mental health treatment. **The additional offenses apply only to "Mental Health Personnel" as determined pursuant to Section 408.809, F.S. as listed below:** 

Relating to:

Chapter 408 felony offenses contained in Chapter 408

Section 408.8065(3) offers service or skilled service without valid license when licensure is required, or knowingly files a false or misleading

license or license renewal application, or submits false or misleading information related to application

Section 409.920 Medicaid provider fraud

Section 409.9201 Medicaid fraud

Section 817.034 fraudulent acts through mail, wire, radio, electromagnetic, photoelectronic, or photooptical systems

Section 817.234 false and fraudulent insurance claims

Section 817.505 patient brokering

Section 817.568 criminal use of personal identification information
Section 817.60 obtaining a credit card through fraudulent means
Section 817.61 fraudulent use of credit cards, if the offense was a felony

Section 831.01 forgery

Section 831.02 uttering forged instruments

Section 831.07 forging bank bills, checks, drafts or promissory notes

Section 831.09 Section 831.30 Section 831.31	uttering forged bank bills, checks, dra fraud in obtaining medicinal drugs the sale, manufacture, delivery, or po substance, if the offense was a fo	ossession with the intent to sell, manufacture, deliver any counterfeit controlled
	ffender pursuant to s. 943.0435, u	predator pursuant to s. 775.21; a career offender pursuant to s. inless the requirement to register as a sexual offender has been
including those under	•	ny applicable criminal record relating to the above lists of offenses sdiction, regardless of whether or not those records have been mployed or volunteering at in any position that requires background screening as a
criminal record involv	ring any of the above listed provisor or felony. This notice must be	y supervisor/employer of any arrest and any changes in my ions of Florida Statutes or similar statutes of another jurisdiction made within one business day of such arrest or charge. Failure to
not contain any of the positions of trust or resinform the employer in responsibility to obtain am aware that any omit	the above listed offenses. I sponsibility shall attest to meeting mmediately if arrested for any of a clarification on anything contain issions, falsifications, misstateme	at my attestation here is true and correct that <b>my record does</b> understand, under penalty of perjury, all employees in such g the requirements for qualifying for employment and agreeing to the disqualifying offenses. I also understand that it is my ned in this affidavit which I do not understand prior to signing. I nts or misrepresentations may disqualify me from employment mination or denial of an exemption at a later date.
SIGNATURE OF AFI	FIANT:	
Sign Above OR Belov	w, DO NOT Sign Both Lines!	
or offenses listed a have previously been g	above. I have placed a check granted an exemption for this disc	ontains one or more of the applicable disqualifying acts k mark by the offense(s) contained in my record. (If you qualifying offense, please attach a copy of the letter granting such adds to the offense(s) contained in your record.)
SIGNATURE OF AFFIA	ANT:	
Sworn to and subscribed	before me this day of	, 20
SIGNATURE OF NOTA	ARY PUBLIC, STATE OF FLORID	$\overline{A}$
Affiant personally kr	-	Affiant produced identification  Type of identification produced:



# **DCF Live Scan Background Screening**

Hannah's Home must comply with Florida's Department of Children and Families which requires a Level 2 background screening for all our employees and volunteers. When you have completed the Volunteer Application, please call us to schedule an appointment with Cathy who will assist you with the online registration process.

## Fingerprinting:

When we have completed your screening registration, you will be able to select the most convenient location and time to be fingerprinted.

Once your appointment is made, we will enter your payment information. Payment **MUST** be made online at the time of registering for your fingerprinting in order for your appointment to be completed as scheduled.

## A Local Background Check:

You must go to the local police department where you reside and request a local criminal records search. A form is included in this application (see next page) which the police may, or may not, use. They often complete their own form, which is fine.

Be sure to take personal identification (Driver's License, State ID, etc.) to the police station.

# CONSENT FOR BACKGROUND SCREENING

# 





(561) 277-9823 (561) 277-9826 fax www.hannahshomesf.org

[INSTRUCTIONS: Take this form to the local police station *in the city where you live*. They may either complete this document or provide one of their own. Return the completed form to Hannah's Home.]

# LOCAL BACKGROUND CHECK FORM

Dear Law Enforcement Authority	<i>Ι</i> ,		
Pursuant to Chapter 435, F.S H listed below:	annah's Home of	South Florida requests a local rec	ords check on the applicant
			(Last Name)
(First Name)	(Middle Name)		
			Date of Birth
Social Security Number	Race	Sex	
Please document the findings on form.	this check and ret	urn the information to the P.O. add	dress at the top of this
Sincerely,			
Beth Fike, PHR, MS			
Executive Director			
Hannah's Home of South Florida			

# Volunteer Opportunities for Hannah's Home of South Florida

Thank you for your interest in volunteering at Hannah's Home of South Florida! We have a wide variety of volunteer opportunities at our facility. We pray that you will be able to bless us with your time as God leads you. We also pray that through your volunteer work at Hannah's Home, you will also be blessed to see how God uses you.

#### **Childcare**

While the girls are in class, at their job or at a doctor appointment, our baby-care volunteers have a wonderful time taking care of the babies – rocking, changing diapers, holding and feeding them, and making sure that they are happy and comfortable. *Experienced* babysitters are mainly needed Monday – Friday, 9:00 a.m. – 5:00 p.m.; but occasionally evening and weekend helpers are also needed.

## Handyman

As we near the completion of our new day care center, additional resident rooms and houseparent suite, we need extra hands on deck to finish the interior jobs; and we truly need year-round, experienced "fix-it" men are willing to work on various projects around our facility. Work can be scheduled Monday – Saturday based upon volunteer's availability. This is a real need!

# **Cleaning Service**

Although the residents are assigned chores while living at Hannah's Home, they often cannot complete them because of a high-risk pregnancy or being on maternity leave. Additionally, it is wonderful when someone is able to give them a break from their chores; they work very hard as single mothers. We also need help keeping the front offices clean. Volunteers in this position help us by sweeping, moping, cleaning the kitchen or bathrooms, dusting, and various other activities. Cleaning can be done Monday – Saturday.

# **Public Relations/Development/Marketing**

Hannah's Home needs volunteers who have experience working in the public relations field. We need people who are skilled in social media networking and development, and those with experience in graphic design, to assist us with promotional materials and communication. "Ambassadors" for Hannah's Home.

#### Life Skills Teachers

We have several life skills curricula for classes that only need a facilitator to present the information! This includes Christ-centered character building classes, health and nutrition training, and finance and budget instruction. If you have expertise in any of these areas and would like to share with the girls at Hannah's Home, we would welcome the opportunity to talk with you about your ideas. Classes can be scheduled Monday – Friday, both daytime and evening.

#### IT Support

We have a number of office and residents' computers that need IT savvy people experienced with trouble shooting skills on PCs and lap tops. We also need someone who can monitor our computers for potential virus and spyware issues to ensure that we are fully protected.

#### **Drivers**

Drivers are needed to take the girls to doctor and various other appointments. We have a vehicle here that you can use or you are welcome to drive your own car. Drivers are needed Monday – Friday and times vary.

#### **Administrative**

Hannah's Home needs people who are skilled in the administrative field – those who have computer skills, are willing to do filing and who are cheerful and efficient in answering the phones. We can use office assistance with specific projects. Office hours are Monday – Friday from 9:00 a.m. to 4:30 p.m.

#### **Tutors**

There are residents at Hannah's Home that need some assistance with preparing to take the ACT or GED test in order to earn their high school diploma. They could use help studying for the different subjects – Language Arts, Science, History and Math. Tutoring can be scheduled Monday – Friday, both daytime and evening.

# Gardening/Yard Work

If you love working outside, this will be a great job for you! We need help keeping up the exterior of the home. This would include planting flowers, pruning trees and bushes, pulling weeds and watering the plants. Yard work can be scheduled based upon the volunteer's availability. As you know, living in S. Florida, this is an unending task. It is encouraging to the mothers to enjoy a beautiful walk around the grounds here.

#### **Auto Maintenance**

We really need a few volunteers to keep up the maintenance on our two vehicles. This includes checking fluid levels, tire pressure, and washing and vacuuming regularly. Maintenance can be scheduled based upon the volunteer's availability.

#### **Special Events**

There are special events throughout the year that need a team of volunteers in several interest areas to help us create the most effective experience for the participants. An early spring Golf Classic, our annual Fall Pumpkin Patch and other events are on the agenda. We need help with each event.

### **Pre and Post-Hurricane Support**

In the event of an approaching hurricane, we need volunteers to assist us in preparing the Home (exterior and interior) for the storm, in transporting the mother(s) to St. Mary's Hospital or a local shelter, and/or in cleaning up around the property and inside the Home after the hurricane.

Please contact Hannah's Home if you are interested in any of these opportunities or if you have another idea of how you can help this ministry. We are grateful of your support of the mothers and babies of Hannah's Home! Address your email to "Volunteer Coordinator" in the Subject line.