



Please note:

- All information in this application is kept strictly confidential and used only to match volunteers with available opportunities.
- Please print or type carefully and answer each question as completely as possible.
- If you have questions about completing this form, call the Hotline Manager at 301-662-8800.
- Completion of this application does not guarantee acceptance to the Heartly House volunteer program.

Return completed application to:

Heartly House, Hotline Manager, P.O. Box 857, Frederick, MD 21705-0857

CLIENT ADVOCATE VOLUNTEER APPLICATION

Name: _____ Title: Mr. Ms. Other _____
 First Middle Last

Address: _____

City: _____ State: _____ Zip: _____

Employer: _____ Occupation: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

How do you prefer to be contacted? Phone Email

Date of Birth: _____

How did you hear about Heartly House volunteer opportunities? Please be specific.

EMERGENCY CONTACT INFORMATION

In case of an emergency involving you, whom should we contact?

Name: _____ Relationship: _____

Daytime Telephone: _____ Evening Telephone: _____

PROFESSIONAL EXPERIENCE

Please begin with your most recent position and include any job related volunteer assignments.

Organization Name: _____

Email: _____

Telephone: _____ Position Held: _____

Supervisor: _____

Organization Name: _____

Email: _____

Telephone: _____ Position Held: _____

Supervisor: _____

EDUCATION AND SKILLS

Please respond for each level of education that you have completed.

High School/GED: _____ Date of Completion: _____

College: _____ Major: _____

Degree: _____ Date of Completion: _____

Graduate School: _____ Major: _____

Degree: _____ Date of Completion: _____

Business/Vocational School: _____ Major: _____

Degree: _____ Date of Completion: _____

Are you fluent in languages other than English, including American Sign Language?

If so, please list: _____

Describe some of your life, educational and/or work experiences that may be helpful in your volunteer work:

Why do you want to volunteer at Heartly House and what do you hope to get out of this experience? (use additional paper if necessary) _____

Have you ever been in danger or in a crisis situation? How did you react? _____

How do you react to high stress or situations where everything happens at once? _____

Have you volunteered for Heartly House in the past? ___yes ___no Approx. dates: _____

What duties did you perform? _____

Have you ever received services from Heartly House? If so, which services and how long ago? _____

SENTENCE COMPLETION

Being helpful in a crisis situation means _____

A person would stay with an abusive partner because _____

People batter because _____

People rape because _____

REFERENCES

Heartly House may conduct background checks on all volunteer applicants. Use this space for any references we should contact, particularly if you do not have any work related references. You may want to include instructors, counselors or advisors, co-workers, and leaders of civic or professional groups. Please do not include relatives or friends.

Name: _____ Relationship: _____

Email Address: _____ Phone Number: _____

Name: _____ Relationship: _____

Email Address: _____ Phone Number: _____

Name: _____ Relationship: _____

Email Address: _____ Phone Number: _____

AVAILABILITY AND INTEREST

For what length of time can you volunteer with Heartly House? _____
 Hotline volunteers are required to commit to a minimum of six months.

Approximately how much time do you have available to volunteer with Heartly House each week? _____
 Most volunteers commit to 4 hours each week.

Please check all times that you may be available to volunteer at Heartly House.

	Monday	Tuesday	Wednesday	Thursday	Friday	Holidays
8-12						
9-1						
10-2						
11-3						
12-4						
1-5						
2-6						
3-7						
4-8						
5-9						
6-10						

VOLUNTEER COMMITMENT

Please read carefully, sign, and date below.

- I certify that the information given herein is accurate and complete to the best of my knowledge.
- I authorize Heartly House, Inc. to investigate all statements in this application as may be necessary to determine appropriate volunteer placement.
- For the well being of our clients, volunteers and staff, it is important that our volunteers are committed to the Heartly House mission statement and our domestic violence and sexual assault philosophies.
- Opportunities for volunteers are provided without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status.
- **Heartly House is not obligated to accept you as a volunteer, nor or you obligated to accept a volunteer position if offered.**

Applicant's signature _____ Date _____

Thank you for taking the time to fill out this application completely and honestly. Upon receipt and processing of this form, someone from Heartly House will contact you. Thank you for supporting Heartly House, Inc.