



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: \_\_\_\_\_

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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.