



# Novato Human Needs Center Volunteer Application

**1907 Novato Blvd., Novato, CA 94947 (415) 897-4147 Fax (415) 897-7171 [www.nhnc.org](http://www.nhnc.org)**

<b>Contact Information</b>	
Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work and/or Cell Phone	
E-Mail Address	
Are you a student?	No      Yes    _ High School    _ College
Date of Birth	
Are you a licensed driver?	Yes      No
How did you hear about NHNC?	Are you currently a client?   YES   NO
<b>Mandated Community Service Volunteers (please complete section below)</b>	
Number of community services hours required:	Date by which hours must be completed:

<b>Availability</b>	
During which hours are you available for volunteer assignments? (Please mark and circle time-slot)	
<input type="checkbox"/> Monday: Morning – Afternoon – Evening	<input type="checkbox"/> Thursday: Morning - Afternoon – Evening
<input type="checkbox"/> Tuesday: Morning – Afternoon – Evening	<input type="checkbox"/> Friday: Morning - Afternoon – Evening
<input type="checkbox"/> Wednesday: Morning – Afternoon – Evening	<input type="checkbox"/> Saturday: Morning - Afternoon – Evening
One-time or short-term availability:	<input type="checkbox"/> Sunday: Morning - Afternoon – Evening

<b>Interests</b>		
Please indicate which volunteer areas are of interest to you:		
<input type="checkbox"/> Office or phone assistance	<input type="checkbox"/> Clerical or data entry	<input type="checkbox"/> Program Assistance
<input type="checkbox"/> Special Events	<input type="checkbox"/> Volunteer Development	<input type="checkbox"/> Graphic/Computer Design
<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Holiday Share (Nov./Dec.)	<input type="checkbox"/> Receptionist Coverage
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Employment Counselor	<input type="checkbox"/> Food deliveries
<input type="checkbox"/> Food sorting & distribution	<input type="checkbox"/> Thrift Center	<input type="checkbox"/> Other:
<input type="checkbox"/> Van Driver	<input type="checkbox"/> Community Outreach	

<b>Special Skills or Qualifications</b>
Please summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies. <i>Please include other languages spoken.</i>

### Previous Volunteer Experience

Please summarize your previous volunteer experience if applicable:

Person to Notify in Case of Emergency	
Name	Work or Cell Phone
Street Address	2 <sup>nd</sup> Emergency Contact
City ST ZIP Code	Phone
Home Phone	Physical Restrictions (if applicable):

### Volunteer Agreement and Signature

*By submitting this application, I affirm that the facts set forth in it are true and complete. I also acknowledge that the NHNC provides no medical coverage for any accident or injury resulting from my participation in the NHNC programs. I understand that any child under the age of 12 must be accompanied by an adult while on the NHNC facilities. I agree to uphold strict confidentiality regarding current and former NHNC clients and donors and I understand that any information regarding current or former clients must not be shared with any organization or individual outside the NHNC. If I am doing hours for community service, I understand that I am responsible for signing in and out for all hours completed in order to receive credit for these hours. By signing below I acknowledge that I have read the above information & received a copy of and agree to follow the NHNC volunteer guidelines and policies.*

Name (printed)	
Signature	
Date	

### Our Policy and Selection Process

It is the policy of the NHNC to provide equal opportunities for all volunteer applicants without regard to race, color, religion, national origin, ancestry, medical condition, mental or physical disability, marital status, veteran status, gender, sexual preference, age, or disability. NHNC adheres to no smoking and no alcohol policies. Prior to being assigned to a position, all volunteers will be interviewed to ascertain suitability for and interest in a given position. The interview will determine the applicant's qualifications and his or her commitment to fulfilling the volunteer position requirements. The interview will also answer any questions regarding volunteering at NHNC.

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

### Staff Notes

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