

Families First Community Center

501(c)(3)Organization
P.O. Box 951, (41 North Street), Ellsworth, ME 04605
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www.familiesfirstellsworth.org
(207) 460 - 3711

VOLUNTEERS IN FAMILY SERVICE APPLICATION

Date: _____

Name: _____ Date of Birth: _____

Mailing Address: _____

City: _____; State: _____; Zip Code: _____

Home Phone: _____; Cell Phone: _____; Work Phone: _____

Email Address: _____

Current/Previous Volunteer Services: _____

What brings you to apply for a VIFS position with Families First Community Center? _____

Are you currently employed? Please circle: Yes No

If so, where? _____

How did you hear about FFCC? Please circle: Newspaper Internet/Website TV/Radio

Friend Another Agency Other, please list: _____

Do you have any particular interests? (For example, reading to children, sharing hobbies & skills, building confidence, advocacy, organizing, telephone calls, letter writing): _____

Do you have computer skills? Please circle: Yes No

Are you familiar with: Excel Word Access Power Point

Are you fluent in any language other than English? Yes No

If so, would you be willing to interpret for those not fluent or comfortable in English? Yes No

REFERENCES:

1. Name: _____
Phone: _____
Address: _____
Relationship: _____

2. Name: _____
Phone: _____
Address: _____
Relationship: _____

3. Name: _____
Phone: _____
Address: _____
Relationship: _____

I certify that the information given in this application is true and I give my permission to contact the references listed above.

I have read and agree to abide by the Volunteer Information guidelines and fulfill my duties to the best of my abilities, including, when applicable, assisting the residents in following all the rules of FFCC.

I will notify FFCC ahead of time, preferably 24 hours in advance, if I am unable to volunteer at the time that I have been scheduled to do so.

I agree to sign and abide by the terms the Families First Community Center Confidentiality Statement.

Signature: _____

Date: _____

Interviewing Staff Person: _____

Interviewers Notes: _____

CONFIDENTIALITY STATEMENT:

As an affiliate of FFCC, in my capacity as a VIFS, I understand the importance of keeping any and all information in regard to those who use our services, **strictly confidential**.

Revealing/sharing information can literally endanger lives! I agree to never discuss anything I hear or observe about persons who use the services of the Families First Community Center with anyone who is not an official, full staff member of FFCC. I understand that former residents and other occasional volunteer workers at the House (e.g., dinner cooks) are not authorized to be privy to any confidential information and I will not relate anything I observe and/or overhear to them.

Ethical behavior: It is important that all volunteers are aware of the emotional vulnerability of our residents. Please be as helpful as you can to the residents but also be aware that it is easy to cross the boundaries between appropriate/inappropriate behavior. With this in mind, we ask ALL volunteers to refrain from encouraging/participating in any romantic relationships with any resident! One of the main goals of FFCC is to encourage and help residents to gain independence, self-esteem, permanent housing, and employment. We ask that volunteers honor our commitment and avoid those activities that interfere with that commitment. Protecting our resident's confidentiality is VERY IMPORTANT. Do not discuss residents with anyone outside the House, or mention the House if you see a resident elsewhere or if you know friends or relatives of the resident.

Signature: _____

Date: _____

BACKGROUND CHECK:

Before you work with children, or drive, do we have permission to do a background check?

Full Name (First, MI, Last): _____

DOB: _____; Date: _____; Social Security #: _____

Signed: _____