

# Grace Hill Volunteer Application

Grace Hill Settlement House



GRACE HILL

## Personal Information:

First Name		Middle Initial		Last Name					
Are you over the age of 16?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Gender	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
Address (include apt. #)									
City		State		Zip					
Primary Phone		Secondary Phone							
Email Address									
Emergency Contact		Phone							

## Background and Experience:

Employment Status (check all that apply)	<input type="checkbox"/>	Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>	Retired	
<input type="checkbox"/>	Student	School Name							
Employer						Work Phone			
Position					May we contact your employer?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Duties									
Are you a business owner?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Business Name				
Local Church/Organization Affiliation									
List all languages spoken									

## Names and contact information of two non-relative character/professional references:

Name		Name	
Phone		Phone	
Email		Email	
Employer		Employer	
Relationship		Relationship	
Years known		Years known	

For volunteer information, call: 314-584-6843

Email completed volunteer applications to: [headstartvolunteer@gracehillsettlement.org](mailto:headstartvolunteer@gracehillsettlement.org)

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**Volunteer Information:**

Do you need to complete hours for court-mandated service?			Yes		No
If so, by what date do you need to complete your service hours?			Total hours needed?		
Do you need to complete hours for a service project/internship?			Yes		No
If so, how many hours per week?			Total hours needed?		
School		Area of Study			
Do you have any limitations we should be aware of that may limit your volunteer experience? If yes, please explain:					

Are you currently a Grace Hill volunteer?		Yes		No	If yes, for how long?	
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List volunteer assignments:

**Volunteer Schedule - Mark days and list times you are available to volunteer:**

	Monday			Tuesday		Wednesday	
	Thursday			Friday		Sat/Sun	

**Grace Hill Settlement House Involvement:**

Do you currently receive Grace Hill services or participate in Grace Hill Programs?		Yes		No
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If yes, please list:

1		4	
2		5	
3		6	

**Volunteer Requirements:**

*Application and Interview* – All prospective volunteers must complete an application and interview before being placed in a volunteer position.

*Background Check* – A background check report is completed for every Grace Hill volunteer candidate, which includes a review of information pertaining to criminal background as well as the Family Care & Safety Registry of the State of Missouri. Events that immediately disqualify a candidate include, but are not limited to, felonies, crimes involving sex, theft, abuse or neglect of any form, and crimes of violence.

*TB Test* – Any volunteer who will be working directly with children must have a TB test before starting their volunteer service. More instructions will be given during the volunteer interview.

**I agree that I have read and completed the above information to the best of my knowledge:**

<b>Signature</b>		<b>Date</b>	
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## Volunteer Preferences:

Volunteer Schedule - Mark days and list times you are available to volunteer:

	Monday			Tuesday			Wednesday	
	Thursday			Friday			Weekends	

Neighborhood where you would like to volunteer?

	College Hill		Patch		Hyde Park
	Old North		Carondelet		No Preference

Which of the following skills can you offer as a volunteer at Grace Hill?

	Filing		Computer Skills		Answering Phones		Data Entry
	Greeter/Receptionist		Word Processing		Teacher Assistant		Photography
	Exercise Leader		Tutoring/Education		Human Resources		Child Care
	Communications		Marketing/Advertising		Design/Website		Videography
	Gardening		Landscaping		Research		Event Planning

Which services are you interested in getting involved with at Grace Hill?

	Community Development		Family Advancement		Women's Business Center
	Head Start		Early Head Start		Aging Services
	Special Events		Committee/Board		Administration

Which groups are you interested in working with at Grace Hill?

	Children		Adults		Seniors		Families
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What are you looking to gain from your experience at Grace Hill?

What other skills and talents can you share with Grace Hill?