

Mill Neck Volunteer Service Application

Please complete this application so that we can discover more about you, your interests and skills.
Must be 18 and over to apply

Name: _____

Address: _____

Home Phone # : _____ Cell #: _____ Email Address: _____

Social Security #: _____ Are you over 18? _____

Emergency Contact Person: _____ Relationship: _____ Emergency Phone: _____

Education: (Please check) High School _____ College _____ Other: _____ Presently Attending: _____

Name of High School, College or University: _____

Occupation: _____ Employer: _____

Please list skills, hobbies, special training, or interests that you have and would like to utilize at Mill Neck:

Do you have sign language skills: Yes _____ No _____ If so, what level? Beginner _____ Intermediate _____ Advanced _____

Do you have computer or technology skills: Yes _____ No _____

Please check all that apply and indicate what level (Beginner, Intermediate, Advanced):

Word processing _____ Database _____ Spreadsheet _____ Raiser's Edge _____

Part 200 _____ Video _____ Audio _____ Video Editing _____ Camera _____

Areas of interest at Mill Neck (please indicate 1st and 2nd preference)

Administrative Offices _____ Library _____ School Programs _____ Special Events _____

Fundraising _____ Lunch Room _____ Maintenance _____ Gardening _____ Other _____

Please indicate the days and times you are available to volunteer:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Weekend _____ Flexible Days & Times _____

Please list any previous volunteer or related experiences (places, dates of service, position held):

College Interns – Please list internship program requirements, including hours, credit received and length of the internship:

How did you hear about Mill Neck Manor? _____

Why are you interested in helping at Mill Neck Manor? _____

Have you ever been convicted of a felony? Yes _____ No _____ If yes, please explain: _____

Please state any health-related problems/restrictions: _____

Do you have a disability that would require accommodations? _____

What resources or support would you need to do this volunteer work? _____

I understand that I am applying for a position as an unpaid volunteer at Mill Neck Manor and I hereby attest that the information on this form is true to the best of my knowledge. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or immediately discharge me from the organization's service, whenever it is discovered. As a volunteer, I will take any problems, criticisms or suggestions to the Director of Human Resources; I will endeavor to make my work professional in its quality; uphold the traditions and high standards of Mill Neck Manor; be punctual and conscientious in the fulfillment of my duties; accept supervision graciously and conduct myself with dignity, courtesy and consideration.

Signature: _____ Date: _____

OFFICE USE ONLY

Interviewed By: _____ Date: _____

Assignment: _____ Starting Date: _____

Schedule: _____ Supervisor: _____

Comments:

