



Volunteers Needed!

Greetings!

Thank you for expressing an interest in Stand Down 2013 and Volunteers of America. We are eager to share with you our Stand Down volunteer opportunities and we look forward to the possibility of working with you! Stand Down 2013 is being held at the IBEW Local 103 at 256 Freeport Street in Dorchester on August 23rd and August 24th. Thursday, August 22nd will be a preparation day.

Current volunteer opportunities at Stand Down 2013 include but are not limited to:

- **Food Preparation & Service**
- **Veteran & Volunteer Registration**
- **Clothing Tent**
- **Friendly Site Guide**
- **Family Tent**

Massachusetts Stand Down is a two-day event that provides many free services to veterans who are homeless or at-risk of becoming homeless. Services include housing assistance, job assistance, medical care, clothing, haircuts and much more! For the fifth consecutive year, Volunteers of America has teamed up with the VA to make this event happen. Without our dedicated volunteers, Stand Down would not be possible.

Overall, at all of our programs and events, the goal of Volunteers of America is to provide people with the help they need to make positive changes in their lives. We help those most in need, especially the vulnerable, the hardest to serve and those facing multiple challenges. Our programs are designed not only to treat symptoms but to rehabilitate. Our professional staff and volunteers are committed to a comprehensive mission to serve the whole person.

Here in Massachusetts, we serve over 3,500 people each year. Our focus is at-risk youth, adults in recovery from substance abuse, elders in need of housing and health services, and veterans in need. We invite volunteers to share their individual talents with our programs and we are open to any opportunity volunteers wish to provide. All of our potential volunteers working within our programs are required to be at least 18 years of age and complete an application with a criminal record check.

If you are interested in volunteering for Stand Down 2013 please fill out the attached paper work and return it with a copy of a your driver's license or photo ID to:

Volunteers of America Massachusetts
Attn: Kim White
441 Centre Street
Jamaica Plain, Ma 02130
Fax: 617.522.4533
Email: KWhite@voamass.org

Best Wishes-
Kim White
Development & Volunteer Assistant



STAND DOWN VOLUNTEER APPLICATION

Full Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Email address: _____

In an emergency, please contact:

Name: _____ Phone: _____

Relationship: _____

I. Skills and Interests

Current/Former Occupation:

Previous Employers:

Educational Background: _____

Hobbies, skills, interests: _____

Previous volunteer experience: _____

Have you volunteered for Massachusetts Stand Down in the past? Yes No

If so, what were your volunteer duties? : _____

I am interested in volunteering for Massachusetts Stand Down 2013:

II. Volunteering Preferences

Please check any of the following preferences that interest you:

- Food Preparation & Service
- Veteran Registration
- Clothing Tent
- Friendly Site Guide

- Family/Children Area
- Other _____
- Not sure

Why do you want to volunteer at Stand Down?

III. Availability

I am available to volunteer: (check all that apply)

Thursday, August 22:

7a-1p 11a-3p 1p-7p

Friday, August 23:

7a-1p 11a-3p 1p-7p

Saturday August 24:

7a-1p 11a-3p 1p-7p

Do you have access to transportation, other than public transportation, to get to and from your Stand Down?

Yes No

IV. Background Information

Have you ever been convicted of a criminal offense?

No Yes If yes, please explain _____

If you have a disability, list any accommodations you may need:

Please list two non-related, professional references that we may contact.

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

How did you hear about Stand Down?

- Volunteer or Staff member Radio Ad Friend/Relative
 Television Ad Our Website Other: _____

I verify that the above information is true. I understand that any false or misleading information is grounds for denying or terminating my volunteer placement. I further understand that copies of this application will be sent to the Volunteers of America Massachusetts program in which I have indicated interest. The original will be retained in my volunteer personnel file.

(Volunteer's Signature)

(Date)

PLEASE RETURN COMPLETED APPLICATION TO:

**Volunteers of America Massachusetts
Attn: Kim White
441 Centre Street
Jamaica Plain, MA 02130**

OFFICE USE ONLY

Received Application	CORI Check Complete	Orientation Date	Volunteer Placement

NOTES:



Volunteers of America®
MASSACHUSETTS

APPLICANT DISCLOSURE FORM

So we may evaluate your application properly, please answer all questions carefully and completely in your own handwriting.

Volunteers of America (VOA) has been authorized to perform Criminal Offender Record Information (CORI) checks on applicants for employment. A computer check with the Board of Probation is required for all candidates applying for positions. The information is requested only for the purpose of verifying the information you will be providing concerning any criminal record you have. Conviction of a crime may not be an automatic bar to your employment. All circumstances will be considered in making a decision on you application.

I understand that, in order to afford the highest level of service delivery, VOA seeks to determine that all employees within EOHHS agencies are of the highest integrity. As an applicant for employment, I hereby acknowledge that if I am selected for employment, VOA will review:

- Criminal Offender Record Information (CORI) and;
▪ The Central Registry of Child Abuse / Neglect reports maintained in accordance with M.G.L., Chapter 119, Section 51B (for Department of Social Services, Department of Youth Services, and Office for Children applicants only.)

The following spaces may be used to provide VOA with any information which you feel could assist us in processing the results of the CORI and Central Registry reviews.

Four horizontal lines for providing additional information.

Signature

Date

[] I do not wish to be considered for employment because I do not want a CORI to be conducted.



CORI REQUEST FORM

EOHHS

Volunteers of America of Massachusetts, Inc. has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As a (prospective) volunteer for the position of _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Program Name **Applicant/ Employee Signature**

APPLICANT/ EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) *PLACE OF BIRTH*

DATE OF BIRTH SOCIAL SECURITY NUMBER *MOTHER'S MAIDEN NAME*
(Last six digits of SSN are required)

FORMER ADDRESSES: _____

SEX: _____ *HEIGHT:* ___ft. ___in. *EYE COLOR:* _____

STATE DRIVER'S LICENSE NUMBER: _____

*****THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:**

REQUESTED BY: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

EMPLOYER USE ONLY
DATE SENT: _____ DATE RETURNED: _____

Form in use as of 7/1/05