



## VOLUNTEER APPLICATION

**Return Completed Application to:**

S. June Smith Center, Attn: Elyse Kauffman, 600-I Eden Rd, Lancaster PA 17601  
or via email to ekauffman@sjunesmith.com.

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you employed? \_\_\_\_\_ If so, may we contact you there? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer's name and phone number: \_\_\_\_\_

---

For what position are you applying? \_\_\_\_\_

Have you been a volunteer before? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

Service group affiliations: \_\_\_\_\_

---

List any experience related to the position for which you are applying : \_\_\_\_\_  
\_\_\_\_\_

You are available to volunteer on (please check all that apply):

\_\_\_\_\_ Monday from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Tuesday from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Wednesday from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Thursday from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Friday from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Saturday from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Sunday from \_\_\_\_\_ to \_\_\_\_\_

**PLEASE COMPLETE APPLICATION ON SECOND PAGE.**

**References:**

Please list one personal reference (not related to you) with whom you have been acquainted for a minimum of one year. We will contact your reference by phone so please be sure that you provide accurate *daytime* phone numbers. Please make your reference aware that we will be calling. In lieu of a personal reference, a letter of recommendation on organizational letterhead may be submitted.

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Best time to call: \_\_\_\_\_

**Reference Authorization:**

I authorize the S. June Smith Center to contact my reference to secure additional information. I authorize my reference to release information requested by the S. June Smith Center, and I release liability the agency and its representatives for seeking such information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Volunteer Policy and Profile:**

The S. June Smith Center welcomes and encourages volunteers in a number of episodic and/or permanent positions. Potential volunteers must complete and sign this application which is designed to establish a profile of you and your interests. This profile is used by professional staff to determine your suitability for positions offered by the S. June Smith Center. Volunteer profile information is shared by the Director of Development only with the individual who assumes direct responsibility for a prospective volunteer.

Please be advised that some positions may require the volunteer to produce current copies (within one year of date) of child abuse and criminal history clearances.

My signature indicates that I have read and understand the agency volunteer policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date