



# APPLICATION FOR VOLUNTEER SERVICE

For Office Use  
 BC ☐ DB ☐  
 App Date: \_\_\_\_\_  
 Site: \_\_\_\_\_  
 Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_

Please complete all sections to the best of your ability

## Section 1 – PERSONAL INFORMATION

FULL Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_  
First Middle Last

Permanent Mailing Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_ Preferred Contact Method: \_\_\_\_\_  
 \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever volunteered or been employed by The Portland Housing Authority?

☐ Yes: When and where? \_\_\_\_\_

☐ No: How did you hear about us?

<input type="checkbox"/> VolunteerMaine	<input type="checkbox"/> VolunteerMatch	<input type="checkbox"/> Idealist	<input type="checkbox"/> Craigslist	<input type="checkbox"/> PHA Website
<input type="checkbox"/> USM	<input type="checkbox"/> Bowdoin	<input type="checkbox"/> UNE	<input type="checkbox"/> St. Joseph's	<input type="checkbox"/> SMCC
<input type="checkbox"/> Friend	<input type="checkbox"/> Co-worker	<input type="checkbox"/> Family	<input type="checkbox"/> Other: _____	

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Note: A conviction will not automatically bar participation in PHA Programming but will be considered within the context of the entire application.

## Section 2 – EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

## Section 3 – RELEVANT EXPERIENCE

Please list any relevant work experience including dates and responsibilities:

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Please list your prior volunteer experiences including dates and responsibilities:

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#### Section 4 – VOLUNTEER INTEREST

What are your goals for your service with us? What would you like to get out of your experience?

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Please indicate the type of volunteer placement you are seeking:

- ☐ Ongoing service with direct resident contact  
☐ Ongoing service without direct resident contact  
☐ Intermittent or one-time service with direct resident contact  
☐ Intermittent or one-time service without direct resident contact  
☐ Casual resident contact in a community setting i.e., resident may be a member of a larger group in the community involved in an activity

Please indicate the population you would most enjoy volunteering with:

- ☐ Elementary School age 5-11    ☐ Middle School age 11-14    ☐ High School age 14-19  
☐ Young Adults    ☐ Adults    ☐ Elderly/Disabled    ☐ Families    ☐ Staff

Please list any special skills including languages spoken that you are interested in sharing with The Portland Housing Authority (*you may wish to complete the skills and interest assessment on page 5*):

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Are you willing to transport our residents in PHA vehicles? ☐ Yes ☐ No    This is not required of any volunteer

What is your transportation situation? \_\_\_\_\_

#### Section 5 – AVAILABILITY

No. of Hours: \_\_\_\_\_

per ☐ Month ☐ Week

Specific Program:

- ☐ Study Center    ☐ Summer Soccer  
☐ CHEETA    ☐ Summer Lunch  
☐ Art Program    ☐ Other: \_\_\_\_\_  
☐ Personal Finance    \_\_\_\_\_

Length of commitment (please check all that apply):

- ☐ Unsure  
☐ One semester (September-December/January-June)  
☐ One Academic year (September-June)  
☐ Summer (June-August)  
☐ More than one year  
☐ Service-learning project: \_\_\_\_\_ hours

Professor: \_\_\_\_\_

Days and times available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

#### Section 6 – APPLICANT STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary determine my appointment as a volunteer. I understand that this application is not a contract for employment. If I am accepted into Portland Housing Authority's volunteer program, I agree to abide by all rules and policies of the Portland Housing Authority.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 7 – CONFIDENTIALITY STATEMENT

Information regarding any applicant, participant, or anyone otherwise connected with the programs of the Portland Housing Authority is to be kept confidential. Information will be known only by those employees and volunteer workers who, by the nature of their job responsibilities, need such information. Information includes the fact that a person is an applicant or tenant receives subsidy, etc.

Whenever an employee or volunteer is in an apartment, on a housing site, or otherwise on Housing Authority property and/or on the job, anything that is seen or heard is to be kept in confidence, and only related to other employees having relevant job responsibilities.

Applicants, participants, or tenants are not to be discussed with other applicants, participants, or tenants except as required by job responsibilities and due diligence is taken to protect confidentiality.

Any breach of confidence by an employee or volunteer is grounds for dismissal from service, and other penalties may apply.

Additionally, there are state and federal laws which apply to the keeping of confidential information which have monetary and other penalties which may apply.

I have been given a copy of this statement and fully understand this policy and agree to abide with its requirements.

Signature:

Date:

## Section 8 – AGREEMENT AND RELEASE FROM LIABILITY

### Diversity

Volunteers are asked to respect the diversity of our learners and other volunteers by refraining from verbal or personal acts of discrimination against anyone on the basis of gender, race, color, ancestry, national origin, religious belief, age, familial status, disability, veteran status, or sexual orientation.

### Volunteer Record

Volunteer applications are kept confidential and used for the purposes of Portland Housing Authority only. Personally identifiable information is not sold or shared with others except as required by law.

### Safety and Liability

All volunteers are responsible for their own safety in fulfilling their volunteer commitment. Should a safety incident arise, it should be reported immediately to a staff member.

### Voluntary Participation

I acknowledge that I have voluntarily applied to assist Portland Housing Authority in its important work providing programming to local residents who are in need. I understand that as a volunteer I will not be paid for my services, that I will not be covered by any medical or other insurance coverage provided by Portland Housing Authority, and that I will not be eligible for any Workmen's Compensation benefits.

### Release

In consideration of the opportunity afforded me to assist Portland Housing Authority, I hereby agree that I, my assignees, heirs, guardians, and legal representatives, will not make a claim against Portland Housing Authority, or either of their officers, directors and employees (collectively "Releasees"), collectively or individually, or any of the volunteers, for the injury or death to me or damage to my property arising from my participation. Without limiting the generality of the foregoing, I hereby waive and release any rights, actions, or causes of action resulting in personal injury or death to me, or damage to my property, sustained in connection with my participation in Portland Housing Authority programs, and excepting only such loss, damage or injury as may be caused by the sole negligence of any Releasee.

**I acknowledge that I have carefully read these terms of my volunteer service, fully understand their content, and am aware that this is a release of liability and a contract between myself and Portland Housing Authority. By SIGNING BELOW, I accept and agree to the terms contained above.**

Signature:

Date:

**The Portland Housing Authority does not discriminate in providing services or the opportunity to volunteer services, or in the provision of employment opportunities on the basis of race, color, religion, national origin, sexual orientation, citizenship, gender, age, disability, and/or other characteristics prohibited by state or federal law (except where such constitutes a bona fide qualification permitted by law)**

Forms should be signed then returned by  
mail, email, or delivered to:

Emily Mancini-Fitch  
efitch@porthouse.org

Portland Housing Authority  
970 Baxter Boulevard  
Portland, ME 04103

Call or text (207) 221-8063

## Section 9 – SKILLS & EXPERIENCE (OPTIONAL)

Please check areas in which you have skills or experience.

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<b><u>Education</u></b> Teaching    Tutoring <input type="checkbox"/> <input type="checkbox"/> Preschool <input type="checkbox"/> <input type="checkbox"/> Elementary School <input type="checkbox"/> <input type="checkbox"/> Middle School <input type="checkbox"/> <input type="checkbox"/> High School <input type="checkbox"/> <input type="checkbox"/> Special Needs <input type="checkbox"/> <input type="checkbox"/> Eng. Language Learners <input type="checkbox"/> <input type="checkbox"/> GED <input type="checkbox"/> <input type="checkbox"/> Adults age 30-50 <input type="checkbox"/> <input type="checkbox"/> Adults age 50-80			<b><u>Leadership</u></b> <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Fundraising <input type="checkbox"/> Board Membership <input type="checkbox"/> Advocacy <input type="checkbox"/> Program Development <input type="checkbox"/> Grant Writing <input type="checkbox"/> Special Event Planning <input type="checkbox"/> Law <input type="checkbox"/> Finance <input type="checkbox"/> Mentoring			<b><u>Languages</u></b> <input type="checkbox"/> American Sign Language <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Somali <input type="checkbox"/> Cambodian/Khmer <input type="checkbox"/> Vietnamese <input type="checkbox"/> Arabic _____ <input type="checkbox"/> Nuer <input type="checkbox"/> Other: _____			
<b><u>Art &amp; Culture</u></b> <input type="checkbox"/> Theatre <input type="checkbox"/> Fine Arts: _____ <input type="checkbox"/> Music <input type="checkbox"/> Photography <input type="checkbox"/> Film <input type="checkbox"/> Other: _____			<b><u>Recreation</u></b> <input type="checkbox"/> Camp Counselor <input type="checkbox"/> Coach <input type="checkbox"/> Sports: _____ <input type="checkbox"/> Yoga/Zumba/Pilates <input type="checkbox"/> Other: _____			<b><u>Communications</u></b> <input type="checkbox"/> Advertising <input type="checkbox"/> Graphic Design <input type="checkbox"/> Public Speaking <input type="checkbox"/> Writing <input type="checkbox"/> Public Relations <input type="checkbox"/> Marketing		<b><u>Other</u></b> <input type="checkbox"/> Child Care <input type="checkbox"/> Food Service <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Personal Finance <input type="checkbox"/> Medical <input type="checkbox"/> _____	
<b><u>Information Technology</u></b> <input type="checkbox"/> Database Management <input type="checkbox"/> Hardware Support <input type="checkbox"/> System/Network Support <input type="checkbox"/> Website Development/Maintenance <input type="checkbox"/> Social Media <input type="checkbox"/> Blogging			<b><u>Office Skills</u></b> <input type="checkbox"/> Bookkeeping <input type="checkbox"/> Data Entry <input type="checkbox"/> Filing <input type="checkbox"/> Reception <input type="checkbox"/> Word Processing			<b><u>Social Work</u></b> <input type="checkbox"/> Disabilities <input type="checkbox"/> Children & Families <input type="checkbox"/> Geriatric/Senior Care <input type="checkbox"/> Mental Health <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Domestic Violence/Assault			

## Section 10 – INTEREST ASSESSMENT (OPTIONAL)

Please check all areas in which you have an interest in volunteering. The following apply to programming offered by the PHA and its partners during the Academic year **September to June** and/or during the Summer **June to August**

<b><u>Tutoring</u></b> <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> English <input type="checkbox"/> Social Studies/History <input type="checkbox"/> Preschool <input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Special Needs <input type="checkbox"/> Eng. Lang. Learners <input type="checkbox"/> GED <input type="checkbox"/> Adults age 30-50 <input type="checkbox"/> Adults age 50-80 <input type="checkbox"/> College Access Mentoring <input type="checkbox"/> SAT <input type="checkbox"/> FASFA Mentoring <input type="checkbox"/> Driving <input type="checkbox"/> Other: _____	<b><u>Recreation</u></b> <input type="checkbox"/> Gardening & Environment <input type="checkbox"/> Soccer <input type="checkbox"/> Basketball <input type="checkbox"/> Yoga <input type="checkbox"/> Zumba <input type="checkbox"/> Camping <input type="checkbox"/> Outdoor activities <input type="checkbox"/> Other: _____	<b><u>Leadership</u></b> <input type="checkbox"/> Mentoring <input type="checkbox"/> Diversity & Social Awareness <input type="checkbox"/> Martin Luther King Jr. <input type="checkbox"/> Youth Leadership Development <input type="checkbox"/> Adult Leadership Development <input type="checkbox"/> Community Development <input type="checkbox"/> Project/Event Planning <input type="checkbox"/> Personal Finance
	<b><u>Arts &amp; Culture</u></b> <input type="checkbox"/> Holiday Events (nondenominational) <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Fine Arts Programming <input type="checkbox"/> Performance Art Programming <input type="checkbox"/> Graphic Design <input type="checkbox"/> Creative Writing <input type="checkbox"/> Other: _____	<b><u>Administrative</u></b> <input type="checkbox"/> Office/Administrative <input type="checkbox"/> Board Membership <input type="checkbox"/> Data Entry <input type="checkbox"/> Communications/Marketing <input type="checkbox"/> Technology/Information Systems <input type="checkbox"/> Fundraising <input type="checkbox"/> Policy/Program Development <input type="checkbox"/> Grant Writing <input type="checkbox"/> Public Relations/Marketing