



**Shelter House Volunteer Coordinator**  
 429 Southgate Avenue  
 Iowa City, IA 52240

# CLIENT SERVICES VOLUNTEER APPLICATION

**Applicant: Print clearly and return the completed form to the Volunteer Coordinator. Incomplete forms will not be considered. Thank you!**

<b>(Check one)</b> <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.			Today's Date:			
First Name:		Middle Name:		Last Name:		Email:
Address:				City:		
State:		Postal Zip Code:		Telephone Number: (   )		
<b>EMERGENCY CONTACT INFORMATION:</b>						
Name:				Relationship:		
Telephone Number: (   )						

Have you ever been arrested or convicted of a crime? (If yes, please explain below)    Yes    No  
 (An affirmative response will not automatically disqualify you from being considered).

**EDUCATION: Please provide the name and dates of any schools, colleges, or universities.**

Name of High School:	High School Graduate (circle)	Yes	No
Name of College:	College Graduate (circle)	Yes	No
Other Education or Training:			

**PROFESSIONAL REFERENCES: List two professional references who are able to comment on your ability to become a volunteer at Shelter House. No family members.**

Name:	Relationship:	Telephone:
Name:	Relationship:	Telephone:

**VOLUNTEER ASSIGNMENTS: Check your availability. Shifts are scheduled in 3-4 hour intervals.**

Volunteer Shifts	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings between 9:00 am and 12:00 pm							
Afternoons between 12:00 pm and 4:00 pm							
Evenings between 4:00 pm and 9:00 pm							

**SKILLS: Check which activities you would be interested in.**

<input type="checkbox"/> Client Services	<input type="checkbox"/> Family Services	<input type="checkbox"/> Spanish Translator
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**I have included a photo copy of my government issued photo identification card. Without this my application will be incomplete and I will not be considered for a volunteer position.**

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**Thank you for completing the volunteer application! Please remit the completed application to the Volunteer Coordinator at Shelter House. To submit this application, fax to (319) 358-7132, mail to 429 Southgate Avenue, Iowa City, IA 52240.**

**FOR STAFF USE ONLY:**

<input type="checkbox"/> Interview Scheduled	<input type="checkbox"/> Interview Completed	<input type="checkbox"/> Background Check Completed	<input type="checkbox"/> References Checked
<input type="checkbox"/> Accepted	<input type="checkbox"/> Training Scheduled	<input type="checkbox"/> Shifts Scheduled	<input type="checkbox"/> Personnel File Created