



4579 Northgate Court
Sarasota, FL 34234

Volunteer Coordinator: Caroline Beall
Phone: 941-552-2046
Email: cbeall@fsos.org

Volunteer Application

Name: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

E-mail address: _____

Residency Information (Please circle)

Are you in the area Year Round or Seasonal?

If *Seasonal*, please indicate your availability and permanent address:

From (Month/approx. date): _____ To (Month/approx. date): _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Volunteer Infant Caregiver Description

Program: Mothers & Infants
Location: 1726 18th Street
Sarasota, FL 34234

Infant caregivers feed, rock, change, read/sing to babies whose mothers are engaged in counseling at the Mothers & Infants unit.

At this time, First Step does not have other volunteer positions available, however, if you have a special skill you'd like to offer, please contact First Step's Volunteer Coordinator, Caroline Beall at 941-552-2046 or via email at cbeall@fsos.org.

Employment & Volunteer History

Employment History

Company Name: _____ Phone: _____

City: _____ State: _____

Length of Employment: _____ From: _____ To: _____

Your Title: _____ Supervisor: _____



Company Name: _____ Phone: _____

City: _____ State: _____

Length of Employment: _____ From: _____ To: _____

Your Title: _____ Supervisor: _____



Company Name: _____ Phone: _____

City: _____ State: _____

Length of Employment: _____ From: _____ To: _____

Your Title: _____ Supervisor: _____



Volunteer Experience

Agency: _____ Duties: _____

Length of Service: _____ From: _____ To: _____



Agency: _____ Duties: _____

Length of Service: _____ From: _____ To: _____



Have you volunteered at *First Step* before? _____ If so, what was the year? _____

Motivational & Personal History Questionnaire

How did you hear about *First Step*? _____

Why did you choose to volunteer for *First Step*? _____

If you have not done volunteer work in the past, what made you decide to volunteer now?

What did you especially enjoy in your past volunteer experience or in your profession?

What are you looking for in your volunteer work with *First Step*? _____

Do you have any unique or special skills you can offer? _____

Are there any situations you would like to avoid? _____

Please list any church groups, clubs, memberships, fellowships, etc. of which you are affiliated:

Have you ever been arrested? _____

If yes, please list the charges and legal outcomes: _____

References

List names of friends or relatives who are employed or volunteering at **First Step**:

Name _____ Name: _____



List two references (personal or professional) who know of your abilities and interests:

Name: _____ Phone: _____

Describe your relationship: _____



Name: _____ Phone: _____

Describe your relationship: _____

Education

Please list the number of years attended and indicate any applicable degree below.

High School: _____ College: _____ Graduate Level: _____

Do you have any special skills, training or hobbies? _____

Please list languages in which you are fluent: _____

Schedule Information

Please check the times you prefer for volunteering:

	Mon	Tues	Wed	Thurs	Fri
Morning					
Afternoon					
Evening					

No Preference _____ My Schedule Varies and I prefer to have random availability _____

**Please note, infant caregivers for the Mothers & Infants program are scheduled Monday-Friday from 9 am until 4 pm and also from 5 pm until 7 pm. Family visitation is conducted on the weekends.

Volunteer Requirements

The following requirements must be met by First Step volunteers:

- Background Check & Fingerprinting
- TB Test
- Negative Drug Test
- Department of Children & Families Personal Reference
- Affidavit of Good Moral Character
- Review of First Step Professional Boundaries Policies
- Review of First Step Confidentiality Policies

These items are all covered during the volunteer orientation.

Applicant's Statement

I certify that all the answers and information on this application are accurate and true to the best of my knowledge. I understand that supplying any false or misleading information is sufficient cause for the rejection of this application, or dismissal from subsequent employment. I hereby authorize the use of any information included herein to verify my statements in this application and authorize past employers, all references and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release First Step of Sarasota, Inc. and/or its affiliates, all other persons and employers from any liability or damages as a result of having furnished such information.

I understand that nothing contained in this employment application, or in the granting of an interview, is intended to create an employment contract between First Step of Sarasota, Inc. and/or its affiliates and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon First Step of Sarasota, Inc. and/or its affiliates unless made in writing. If an employment relationship is established, I understand I have the right to terminate my employment at any time and that First Step of Sarasota, Inc. and/or its affiliates retains the same right.

I understand that prior to being offered employment with First Step of Sarasota, Inc. and/or its affiliates I may be requested to take an examination. In the event that I have disability, which will affect my ability to take the test, I will inform First Step of Sarasota, Inc. and/or its affiliates prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions and accessible testing formats. First Step of Sarasota, Inc. and/or its affiliates reserve the right to require medical documentation concerning the need for the accommodation.

I understand that if an offer of employment is made to me, it is contingent upon my successful completion of a drug screen, including specimen collection and release of test results to First Step of Sarasota, Inc. and/or its affiliates. I also understand that if the test results indicate that I have been consuming any illegal drugs, or non-prescribed controlled substances, these findings may disqualify me from employment. I further understand that as a condition of employment, I may be required to participate in future breath, urine or blood screens, or other medical examinations used to detect alcohol, illegal drugs or misused substances. If I refuse to submit to or release the results of these examinations, or if the test results indicate that I was under the influence of any of these substances, First Step of Sarasota, Inc. and/or its affiliates has cause to terminate my employment.

I understand that policies and rules issued by First Step of Sarasota, Inc. and/or its affiliates may be revised in whole or in part at any time. I further understand there is a 90-day orientation period during which time employment may be terminated without cause.

I understand and agree that if I am offered employment by First Step of Sarasota, Inc. and/or its affiliates, my employment will be for no definite term and that either I or First Step of Sarasota, Inc. and/or its affiliates will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. I also understand that this status can only be altered by a written contract of employment which is specific as to all material terms and is signed by me and an administrator of First Step of Sarasota, Inc.

Please sign and date your application:

Applicant Signature

Date

Thank you for your interest in *First Step!*