

DEMOGRAPHIC INFORMATION

(This information aids us in our grant applications and statistical reporting)

Ethnicity

- African American
- Asian
- Caucasian
- Hispanic
- Native American
- Other _____
- Declined

Relationship

- Married
- Separated
- Divorced
- Widowed
- Significant Other
- Single
- Declined

Income or Income Range

- Income \$ _____
- Less than \$13,999
- \$14,000 - \$16,999
- \$17,000 - \$35,999
- More than \$36,000
- Declined

Education Level

- High School or GED
- 2 Year College
- 4 Year College
- Masters Degree
- Doctorate Degree
- Declined

Former Occupation

- Senior Executive
- Volunteer Coordinator/Manager
- Business Manager
- Direct Service Manager
- Project Leader/Manager
- Business/Strategy Consultant
- Marketing Manager/Professional
- Communications
- Finance Professional
- Accounting Professional
- Other _____
- Computer/IT Professional
- Human Resource Professional
- Training/Teaching Professional
- Facilities Management Professional
- Lawyer
- Physician
- Nurse
- Social Worker
- Administrative Professional
- Fundraiser

Is anyone else at the home address a Benevilla volunteer? ___ Yes ___ No

If yes, relationship and name: _____

Please list your hobbies and any special skills you have: _____

Do you speak any foreign languages or know sign language? _____

Are you affiliated with any congregation? If so, please list: _____

Please indicate how you heard about Benevilla: _____

When Benevilla applies for grants from corporations and other organizations, some of them provide additional contributions for any of their employees or retirees who volunteer for us. For example, there is one organization that contributes \$500 for every 40 hours that each of their retirees volunteer at a non-profit organization. Will you kindly provide us with the name of your current or former employer to assist us in qualifying for any contribution they may provide for your volunteer service? Thank you!

Name of previous or current employer

Dear Volunteer,

In order to protect our visitors, clients and program participants, Benevilla conducts background checks on all employee and volunteer applicants. This investigative consumer report may consist of contacting your listed personal references and may also include, but not be limited to, social security number verification, criminal history reports and driving history records.

Before we can order such reports from our bonded and confidential vendor, we must have your written permission to obtain your information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation.

Thank you on behalf of Benevilla for sharing our concern for others.

Personal References: Please list three references that are not relatives. If possible please use local references.

	Name/Relationship	Phone (with area code)	e-mail	City/State
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

Have you ever been convicted of a crime (other than traffic violations)? Yes No

If yes, please explain (a conviction will not necessarily be cause for disqualification):

Has your driver's license been revoked within the last 5 years? Yes No

If yes, please explain: _____

Have you had any moving violations or accidents within the last 3 years? Yes No

If yes, please explain: _____

Have you had a DUI/DWI within the past 5 years? Yes No

If yes, please explain/provide date: _____

Do you have, or are you subject to, any of the following that may impair your ability to drive?

<input type="checkbox"/> Blackouts	<input type="checkbox"/> Breathing Difficulty	<input type="checkbox"/> Nervous Disorder
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Loss of vision	<input type="checkbox"/> Fainting Spells
<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Loss of Hearing	<input type="checkbox"/> Dizziness

If yes to any, please indicate if under doctor's care and if condition under control:

Are you currently taking medication which may affect your ability to drive? Yes No

If yes, please explain: _____

Volunteer Application

Consent and Authorization to Release Information

I, _____
Last Name First Name Middle Name

Current Address Lived Here Since

Addresses for Past Seven Years (if not current address) Dates of Residence

Date of Birth Other/Maiden Names Years Used

Social Security Number Drivers License Number State Issued Expires

I hereby authorize verification of all information in my volunteer application from all sources of employment, education, motor vehicle, financial history, criminal history, personal character, and workers compensation records in accordance with ADA, labor and wage records, etc., or any part thereof, and authorize any duly authorized agent of IntelliCorp Records, Inc. to obtain, whether the said records are public or private, and including those which are deemed to be privileged or confidential in nature, and I release all persons from liability on account of such disclosures. Information appearing on this Consent and Authorization will be used exclusively by IntelliCorp Records, Inc. for identification purposes and for the release of information which will be considered in determining suitability for volunteering. I certify that I have made true, correct, and complete answers and statements on my volunteer application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for volunteer service. I agree to provide additional information that may be requested to process my volunteer application. I authorize without reservation, any party or agency contacted by IntelliCorp Records, Inc. to furnish the above-mentioned information. This authorization is valid during the course of my volunteer service to the extent permitted by law.

If applicable, I hereby **do** _____ **do not** _____ authorize you to contact my current employer for Employment and Reference Verifications. This will authorize immediate inquiries to the human resources department and to any listed supervisors or references in the Employment/Reference Section of my application.

I have the right to make a request to IntelliCorp Records, Inc., upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which IntelliCorp Records, Inc. has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection and termination of my volunteer service.

Printed Name Signature Date

Benevilla Volunteer Opportunities

Home Services throughout the Northwest Valley

Business Affairs

Help people who need assistance to handle basic business affairs, such as balancing checkbooks and completing insurance forms. Answer other questions regarding business affairs.

Errands

Provide assistance on an "on-call basis" to homebound individuals by picking up prescriptions, groceries or running other miscellaneous errands.

Grocery Shopping

Help a homebound or physically challenged individual maintain their independence by shopping and delivering groceries on a regular basis.

Handyman/Home Repair

Provide minor home repair and maintenance work for someone who is unable to do it themselves. Tasks may include changing furnace filters and light bulbs, installing handrails in bathrooms, installing new light fixtures or other minor jobs as requested.

Friendly Visitor

Help to combat loneliness by spending some time each week with an elderly person. Friendly visitors can read mail and write letters, play games, share a meal, take people shopping or just visit in the person's home. Friendly Visitors also serve a dual purpose by providing some relief time for the caregiver.

Phone Pals

Provide daily or weekly telephone calls to homebound and socially isolated individuals, building individual relationships.

Transportation

Help a person maintain their independence and dignity by taking them to and from medical, dental and other appointments on an "on-call basis". Transportation will be provided by using your vehicle.

Computer Specialist

Assist individuals with their computer programs and internet services.

Office Assistant

Assist the Home Services Staff with processing and coordinating grocery shopping services. Also assist with general office tasks such as phone calls and filing.

Home Delivered Meal Program

Deliver meals Monday through Friday to individuals who may be homebound in the Surprise and Sun City West area.

Adult Day Centers in Peoria, Sun City and Surprise

Activity Care Partner

Assist the staff with implementing specific program activities for Day Center participants. Examples of activities include arts and crafts, games, trivia or assisting with musical entertainment.

Activity Leader or Instructor

Plan, present and implement specific activity programs for the participants. You will provide materials needed for your activity or they may be provided for you upon request to the Supervisor.

Kitchen Assistant

Help prepare, serve and clean up during snack times and lunch time. Assist with preparation and serving of special or restricted diets. Ensure that proper food storage/handling techniques are followed. A food handler's certificate from the state of Arizona is required.

Nurse (licensed or unlicensed)

Assist the staff nurse. Provide daily nursing care to participants and serve as a member of the Multidisciplinary Team for care plans. Must be a licensed RN in the state of Arizona and have or obtain current CPR and First Aid certification. May be asked to perform or assist with health screenings.

Student Nurse Interns

Internships are available for students enrolled in an accredited college or university program. Opportunities include Activity Leader and Student Nurse Internships. Interns must meet regularly with staff regarding the status of their goals and objectives.

Greeter and Receptionist

Greet participants and visitors to the Day Center, answer telephones, take messages and provide other clerical support to the staff.

Transportation Services

Provide assistance and support to the Bus Driver Staff. Accompany the driver and provide help in the event of an emergency. Provide assistance to keep the participants seated and seatbelts fastened. Assist them on and off the bus. No driving is required.

Intake and Outreach Social Services at the Main Campus

Service Coordinator

Provide in-home assessment, prepare and implement the care plan and provide follow up services to enable clients to remain independent in their own home. Sensitivity, interviewing and assessment skills and patience are required. You must complete an in-depth training process prior to beginning this assignment. You must use your own transportation for appointments.

Case Aid Volunteer

Under the direction of the designated supervisor, provides office support to Volunteer-based Services, provides follow-up support to clients, documents client contact(s), assists with maintaining Community Resource Directory, information regarding facilities (including Assisted Living Homes), assists Volunteer Home Support Service Coordinator as determined by supervisor.

Business Operations at the Main Campus

Office Assistant

Assist staff with office tasks and projects. Basic office skills are required and computer skills are preferred. You must have the ability to pay attention to detail communicate well with others and maintain accurate files. Also on an on-call basis, provide extra support for mailings that must be done in a timely manner.

Receptionist

Assist with greeting visitors to the building, answer telephones, take messages, and provide light clerical support to staff.

Special Events

Provide support for Community Relations Events. Examples of events may include the Harvest Moon Gala, the Golf Tournament, volunteer recruitment, participation in health fairs, craft shows or assisting with Thanksgiving and Christmas meals at Chez Nous. You must have the ability and willingness to understand and share the mission of Interfaith with the public.

Ambassador and Tour Guide

Be an advocate for Benevilla by leading tours throughout the new facility, assisting with orientation, speaking at community events to educate the public about our programs and the services that we provide.

Website Assistant

Individual with extensive computer skills to assist with updating data on the Benevilla web site.

Birt's Bistro and Bookstore at the Main Campus

Food Server

Duties include greeting and serving customers, hot beverage preparation, cold food preparation, stocking counters and bussing tables.

Cashier

Individual collects payments of guest checks and ensures the accurate accounting of all transactions, collections and disbursements.

Retail Designer

This person would create the layout and design of displaying gift and craft items and provide assistance to the Manager in finding new vendors to display their products.

Bookstore Assistant

This position assists in display, categorizing and pricing all donated materials to the bookstore. You may be asked to assist Birt's Bistro during the busy lunch hour to clear tables if necessary. You will receive training and instruction from the bookstore manager.

Farmers Market Assistant

The Volunteer Farmer's Market Assistant will help with marketing and contacting vendors for an outdoor farmer's market on the main plaza. Will receive direction from the Farmers Market Manager.

Farmers Market Manager

The Manager is responsible for developing a business plan, marketing and managing an outdoor farmer's market on the main plaza.

Wirtzie's Child Development Center at the Main Campus**Office Assistant**

Assist staff with office tasks and projects. Basic office skills are required and computer skills are preferred. You must have the ability to pay attention to detail communicate well with others and maintain accurate files. Also on an "on-call basis", provide extra support for mailings that must be done in a timely manner.

Teacher Assistant

Assist the Lead Teacher in providing a warm and nurturing environment in which the children can grow physically, emotionally, socially and intellectually.

Nurse (licensed or unlicensed)

Assist the staff nurse. Provide daily nursing care to participants and serve as a member of the Multidisciplinary Team for care plans. Must be a licensed RN in the state of Arizona and have or obtain current CPR and First Aid certification.

May be asked to perform or assist with health screenings.

Intergenerational Center Event Coordinator

Plans, schedules and produces on-site and intergenerational events for the Child Development and Lucy Anne's Place.

Activity Leader or Instructor

Plan, present and implement specific activity programs for children ages 1-5. This may be craft projects, music activities or events that encourage learning.

Master Gardener

The Master Gardener will develop, implement and conduct onsite programs that are age and ability appropriate for learning opportunities in the Intergenerational Garden.

Birt's Café in Sun City Grand

Food Server

Duties include greeting and serving customers, hot beverage preparation, stocking counters and bussing tables. Must have food handlers certification.

Youth and Family Volunteers

There are a variety of ways that Youth (ages 13-18) and Family volunteers can make a difference at Benevilla.

Families can:

- grocery shop
- be a friendly visitor
- provide transportation
- volunteer in the Adult Day Centers
- assist with special events
- write letters and cards to individuals
- provide home repair services

Youth can:

- volunteer in the Day Centers (age18)
- assist with special events
- help with office assistance tasks
- assist with landscaping needs
- sweep Day Center patios and trim plants
- write letters or cards to individuals
- be a phone pal
- serve food in the Bistro (age 16)
- assist in the Child Development Center (age 16)

FOR FURTHER INFORMATION CALL: 623-584-4999