

For Agency Use Only

Date Rec'd: _____

Date Interviewed: _____

Placement: _____

RU: _____

Supervisor: _____

ID #: _____

Date to Start: _____

Screen: DCF VECHS DJJ

Gateway Community Services, Inc.

555 Stockton St.

Jacksonville, Florida 32204

www.gatewaycommunity.com

Human Resources

(904) 387-4661 x1035

Fax (904) 387-4258

meveritt@gatewaycommunity.com

Volunteer Application

GENERAL INFORMATION:

Name: _____

SS#: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

Emergency contact: Name _____ Emerg. Phone #: _____

Address _____

Relationship _____

Other emergency information [medical conditions, etc.] you would like Gateway to be aware

of?: _____

VOLUNTEERS:

How long have you lived in this area? _____ Year round resident? (If not, when?) _____

Occupation: _____ Place of Employment: _____

Highest Education Completed and Degree(s): _____

In School Now? Where: _____ Year in School: _____

Degree Sought: _____ Major: _____ Graduation Date: _____

How did you learn about volunteer opportunities with Gateway Community Services?

Reason(s) for applying with Gateway Community Services as a volunteer: _____

What are your preferred areas of interest as a volunteer? _____

What is your availability to volunteer with us (days of the week and times) and any location

preference: _____

Prior volunteer experience(s) & contact information (name and phone #) of the person most familiar with your most recent volunteer experiences:

Name Company/Agency City & State Telephone #

1. _____
2. _____

What were your primary volunteer duties/activities at each of the above volunteer experiences?:

1. _____
2. _____

Please submit at least one personal letter of reference, or submit contact information for two individuals whom you wish to use as personal references:

Name Relationship To You Contact Information

1. _____
2. _____

Do you have any relatives currently employed by Gateway Community Services or any relatives who are currently receiving services from Gateway Community Services? _____

Please use this space for any additional information you would like to provide or any comments you would like to make: _____

I authorize Gateway Community Services to contact any of the above references or to verify any of the above information.

Signature of Volunteer: _____ Date: _____

PLEASE NOTE: Due to the federally protected and highly confidential nature of much of the work of Gateway Community Services, for most positions a Level 2 background screening, including submission of "live scan" or electronic fingerprints, is required by the Florida Dept. of Children & Families and/or the Florida Dept. of Juvenile Justice. An alcohol/drug screen pursuant to the Florida Drug Free Workplace law, along with a tuberculosis screen, is also required and both are performed in-house, free-of-charge. Electronic fingerprints are obtained from a private, third party vendor upon authorization and scheduling performed by Gateway Community Services. The agency will bear the cost of conducting this mandatory background screening however most applicants will also be required to obtain a local law enforcement criminal history background check from the county law enforcement agency in the applicant's county of residence. For Duval County residents, one of the several Jacksonville Sheriff's Office sub-stations is a convenient location to obtain the local criminal history check (\$5 charge).