

Employment History

Name of present or last employer _____

Address of present or last employer _____

Starting date _____ Leaving Date _____
Month Year Month Year

Job Title _____ Phone Number () _____

Description of work _____

Name of previous employer _____

Starting date _____ Leaving Date _____
Month Year Month Year

Job Title _____ Phone Number () _____

Description of work _____

References

Please give below names of three persons not related to you, whom you have known at least one year.

PLEASE MAKE SURE ADDRESS IS COMPLETE—NO PHONE NUMBERS

Name	Address OR Email
1.	
2.	
3.	

I, _____, am interested in the following volunteer opportunities at Hope Cottage:
(printed name)

- Hope Chest Resale Shop
Sort, tag and organize donations; window displays; cashier duties (day and weekend hours)
- Special Events
Promotions, securing raffle items, day of event assistance (day and weekend hours)
- Child Care
Providing child care for Hope Cottage programs (mostly evening hours)
- Office Assistant
Records archiving, database maintenance, info packets, general office duties (day hours)

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by Hope Cottage, Inc.

I authorize schools, persons, previous employers, agencies or other organizations named in this application to provide Hope Cottage (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at a volunteer placement decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result.

I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of volunteer placement.

Signature

Date

Please send completed application to:

Hope Cottage Pregnancy and Adoption Center
Attn: Volunteer Coordinator
4209 McKinney Avenue
Dallas, Texas 75205
214-526-8721
fax 214-528-7168
volunteers@hopecottage.org
www.hopecottage.org

Hope Cottage Volunteer Confidentiality Agreement

As a Hope Cottage volunteer, I understand that all information I receive concerning any Hope Cottage client is to be held in the strictest confidence. I understand that I may discuss client information with Hope Cottage staff, as needed. I understand that a breach of confidentiality is grounds for dismissal from the volunteer program.

I agree by signing below that I understand and promise to abide by the Hope Cottage Confidentiality guidelines.

Signature of Volunteer

Date