



## VOLUNTEER APPLICATION

### EMPLOYMENT HISTORY

EMPLOYER	FROM	TO	JOB TITLE(S)
_____	_____	_____	_____
_____	_____	_____	_____

### BASIC INFORMATION

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY, VOLUNTEERED FOR OR WORKED THROUGH ANOTHER AGENCY AT UPLAND MANOR? YES  NO

POSITION \_\_\_\_\_ FROM / TO \_\_\_\_\_ YOUR NAME IF DIFFERENT FROM APPLICATION \_\_\_\_\_

HAVE YOU EVER APPLIED FOR A POSITION WITH UPLAND MANOR? YES  NO

POSITION(S) \_\_\_\_\_ / \_\_\_\_\_ DATE OF LAST APPLICATION \_\_\_\_\_

FAMILY DOCTOR: \_\_\_\_\_ DO YOU HAVE ANY PHYSICAL LIMITATIONS TO BE CONSIDERED FOR VOLUNTEER PLACEMENT: YES  NO

PHONE: \_\_\_\_\_ IF YES, PLEASE EXPLAIN BRIEFLY: \_\_\_\_\_

DO YOU REQUIRE ANY SPECIAL ACCOMMODATIONS? YES  NO

IF YES PLEASE DESCRIBE: \_\_\_\_\_

### PLEASE ANSWER. WE CONDUCT FULL BACKGROUND CHECKS ON ALL CANDIDATES.

Have you ever been convicted of a felony or misdemeanor? YES  NO  If yes, please give date, place of conviction, and explain circumstances. Please be aware that a criminal record does not automatically disqualify you from volunteer work at Upland Manor.

\_\_\_\_\_

Whether or not formally charged or convicted, have you ever been arrested for a drug or sex related offense? YES  NO  If yes, please give date, place of conviction, and explain circumstances. Please be aware that a criminal record does not automatically disqualify you from volunteer work at Upland Manor.

\_\_\_\_\_

### PLEASE READ CAREFULLY. VOLUNTEER'S CERTIFICATION, AGREEMENT AND NOTICE.

I certify that all information in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for volunteer service and may result in my dismissal, if discovered, at a later date.

I understand that Upland Manor requires certain information both personal and professional from me to evaluate my qualifications for volunteer service. I understand that in review of my application, a background investigation may be conducted. I authorize and release all past and present employers, personal references any other organization to answer all questions asked concerning my previous employment and/or volunteer record, ability, character, emotional background, military service, criminal and, if applicable, driving history.

In consideration of my application for volunteer service, I authorize Upland Manor, to conduct an investigation and release Upland Manor of responsibility for this investigation, which may include, but is not limited to, the performance of medical examinations, drug screening, reference verification, driving history, military service, and criminal background check which may be in the files of any Federal, state, or local criminal justice agency. I understand that any information requested is for the sole purpose of gathering information accurately for use in the above-mentioned volunteer and background investigation.

I have read and understand the above, and by my signature consent to these statements.

Applicant's Name (Please Print) \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

*Salutations,*

*Thank you for your interest in volunteering for Upland Manor Senior Christian Living. You will be joining an organization whose mission is to promote a quality Christian community in an atmosphere of Christ-like love and care for the whole person. For over 47 years, Upland Manor has served the seniors of this community with outstanding residential and supportive services.*

*To get started, please complete this application, and give us a call at 909.985.1215 ext. 101 for an interview appointment. For your interview, you will need a completed application and a letter of recommendation.*

*If you have any questions at all, please do not hesitate to call. I look forward to meeting you!*

*Blessings,*

*Stacy Mittelstaedt*  
Stacy Mittelstaedt  
Activities Director



As a volunteer, your caring, compassion, and dedication will enhance the lives of our residents. Some of the areas where you can be of help include, but are not limited to:

- ♦ Game Nights
- ♦ Piano Players
- ♦ Event Leaders
- ♦ Garden Green Thumbs
- ♦ Choir Leaders
- ♦ Ministry Leaders
- ♦ Craft Classes
- ♦ Bunco Leader

### What is a Volunteer?

A volunteer is someone who chooses to act in recognition of a need, with an attitude of social responsibility and without concern for monetary profit. There are many kinds of volunteers. In a school you might call it community service. On the street where you live you might call it neighborliness. Every age, race, religion, and social class have a long tradition of volunteer work. Volunteers are experimenters, activists, and dreamers.

### Volunteering Is Good for Your Health!

When people say that volunteering makes them feel good, there may be more truth to that statement than they expect. The Institute for the Advancement of Health and others studied the physical effects of volunteering. They found that volunteers experienced emotional and physical responses while helping others that were similar to reactions to vigorous exercise. A feeling of euphoria, reduced stress, and a release of endorphins can all be experienced through altruism.

### Why Volunteer?

People volunteer for a wide variety of reasons. The motives to volunteer are altruistic in that they involve a desire to help others. The most successful forms of volunteering are in fact an exchange -- when the giver and the recipient both come away with something positive. Everyone has a different motivation to volunteer. If you haven't found your motivation to volunteer, here are a few:

- "As each has received a gift, use it to serve one another, as good stewards of God's varied grace." **1 Peter 4:10**
- "Share with God's people who are in need. Practice hospitality." **Romans 12:9-13(b)**
- "So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith." **Galatians 6:10**
- "In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, 'It is more blessed to give than to receive.'" **Acts 20:35**

LIVE ✝ LOVE ✝ VOLUNTEER

### Become a Volunteer

- Complete the Application. Please know that we are unable to place every applicant.
- Obtain a letter of recommendation/reference.
- Contact Upland Manor at 909.985.1215 ext. 101 to make an appointment for a personal interview.
  - If you are placed as a volunteer, a background check will be performed prior to your starting your assignment.
- As a volunteer at Upland Manor you agree to:
  - Commit to a regularly scheduled role: weekly, twice a month, monthly, or quarterly.
  - Be emotionally and physically healthy when you come into volunteer.
  - Wear your Volunteer ID Badge and clean Upland Manor shirt at all times when volunteering.
  - Abide by all volunteer rules and regulations when on duty as a Volunteer.
  - Foster an atmosphere that promotes a Christian community of love and care for the residents of Upland Manor.

# VOLUNTEER APPLICATION

GENERAL INFORMATION						
LAST NAME			FIRST	MIDDLE	DATE	
HOME ADDRESS		STREET		APT.	CITY	STATE ZIP CODE
HOME PHONE ( )		MESSAGE/CELL PHONE ( )		E-MAIL		
EMERGENCY NOTIFICATION 1			EMERGENCY NOTIFICATION 2			
PERSON TO CONTACT:			PERSON TO CONTACT:			
RELATIONSHIP:			RELATIONSHIP:			
HOME PHONE:		WORK:		HOME PHONE:		WORK:
HOW WERE YOU REFERRED TO US:						
<input type="checkbox"/> ADVERTISEMENT: _____ <input type="checkbox"/> VOLUNTEER: _____ <input type="checkbox"/> OTHER: _____						
VOLUNTEER AVAILABILITY & INTERESTS						
PREFERRED DAYS & TIMES: (PLEASE CIRCLE AS MANY AS APPLY)						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM AFT EVE	AM AFT EVE	AM AFT EVE	AM AFT EVE	AM AFT EVE	AM AFT EVE	AM AFT EVE
ARE THERE ANY DAYS AND/OR HOURS THAT YOU ARE NOT AVAILABLE TO VOLUNTEER?						
HOW DID YOU BECOME INTERESTED IN VOLUNTEERING AT UPLAND MANOR?						
PLEASE LIST PREVIOUS VOLUNTEER EXPERIENCE:						

### Skills Bank Information

We host events and programs throughout the year that do not always correspond with our regular volunteer assignments. Please indicate items you may be willing to help with occasionally or regularly:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Activities Planning | <input type="checkbox"/> Ministry Leader     | <input type="checkbox"/> Knitting/Crocheting                      |
| <input type="checkbox"/> Musical Instrument  | <input type="checkbox"/> Photography         | <input type="checkbox"/> Sewing                                   |
| <input type="checkbox"/> Choir/Singing       | <input type="checkbox"/> Publicity           | <input type="checkbox"/> Gardening                                |
| <input type="checkbox"/> Baking              | <input type="checkbox"/> Quilting            | <input type="checkbox"/> Telephoning                              |
| <input type="checkbox"/> Computer Skills     | <input type="checkbox"/> Crafts              | <input type="checkbox"/> Tour Guide                               |
| <input type="checkbox"/> Microsoft Word      | <input type="checkbox"/> Decorating          | <input type="checkbox"/> Events (Planning, set-up, clean-up etc.) |
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Floral Arrangements |   |
| <input type="checkbox"/> Newsletters         | <input type="checkbox"/> Fund Raising        |   |
| <input type="checkbox"/> Publicity Flyers    | <input type="checkbox"/> Graphic Arts        |   |
- Languages Spoken: \_\_\_\_\_