

HOSPITALITY HUB VOLUNTEER APPLICATION

Contact Information

Date: _____

Volunteer's Name	
Street Address	
City, State, Zip	
Home Phone	Best time to call you:
Mobile/Cell phone	Employer/work phone:
Email address	
Home church or agency How long associated?	
Please list a reference from your congregation	
When are you available to help at the HUB?	Weekdays: ____ morning ____ afternoon ____ Weekends: ____ Please tell us if your participation is limited to specific times: _____
Why do you want to work in the HUB ministry?	
Please check what volunteer activity you are willing to perform at the HUB?	<input type="checkbox"/> Counselor Please add any other way you would like to help <input type="checkbox"/> Reception/Greeter <input type="checkbox"/> Clean-Up <input type="checkbox"/> Sort/Distribute Mail <input type="checkbox"/> Floater
Do you have specific concerns you want to address before committing to the HUB?	

Person to notify in case of emergency:

Name	
Street Address	
City State Zip	
Home Phone	
Work Phone	
Email address	

If you have had experience working with homeless persons and/or if you have specific qualifications for this work, *please describe briefly*

<i>Situation -Condition</i>	<i>What you did</i>	<i>Is this a strength for you?</i>
Homeless		
Mentally impaired		
Other population(s)		
Please list any special skills, hobbies, sports, licenses, clinical certifications you may have.		

Background information:

Have any restrictions been imposed upon you that would make it inappropriate for you to work as a volunteer with persons who may be in positions of vulnerability? If so, you will be asked to share that information with the Director.

Application received by:	Action:
Date:	
Applicant contacted by:	
Date:	

Policy and Procedure: Confidentiality of Records

Federal Law and Regulations protect the confidentiality of client records maintained by providers of services. Therefore, employees or volunteers associated with the Hospitality HUB must not share with person outside the HUB any information received in the course of work at the HUB, except as required in the process of assisting the clients of the HUB in obtaining needed services through other agencies.

The Hospitality HUB will comply with applicable provisions of Title VI and Title VII of the Civil Rights Act of 1964.

The following practices are prohibited:

- Denying services or segregating clients because of race, color, national origin, gender, sexual orientation, age, religion or disability.
- Impairing human dignity by manner of address or by services provided.
- Failing to make allowances for language or educational difficulties.

The following are basic guidelines by which all volunteers are requested to abide.

Your signature below documents your willingness to follow these guidelines.

- I will not give cash to any guests while I am volunteering at the Hospitality Hub.
- I will not transport any Hospitality Hub guests in my personal vehicle while on Hospitality Hub time
- I understand I will be working with homeless people to provide them with counseling and other services.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. In addition, the below-signed hereby agrees to indemnify and hold harmless The Hospitality HUB, its employees, volunteers, clients and agents from any and all liability, claims, damages, and/or actions of property and/or injury.

I understand that a background check may be conducted through Shelby County General Sessions Court.

This agreement may be terminated at any point by either party: The HUB or the volunteer.

I have read and I understand all the information and policies set out in this document.

Applicant/Volunteer Agreement and Signature:

Print Name:	Signature:
Date:	

**Please mail this application with your original signature to:
Director
The Hospitality Hub
146 Jefferson Avenue
Memphis, TN 38103**