



Thank you for your interest in volunteering with HANKServices. Your commitment is what makes HANKServices possible. We are preparing teens to enter the workforce and helping seniors remain independent longer.

HOW DO I BECOME A VOLUNTEER?

In order to provide the HANKServices teens and seniors with the best experience possible, we require all potential volunteers to go through a background check before becoming an active HANKServices volunteer. Volunteer paperwork takes about 2 weeks to process and approve. After your paperwork is processed, you will be contacted with detailed instructions as it relates to the next steps based on the opportunities available.

WHY DO I NEED A BACKGROUND CHECK?

Due to the nature of our work, volunteer positions must successfully complete a criminal background check every 3 years. HANKServices does not employ or utilize as a volunteer any individual who has been convicted of a crime that (a) victimizes children, (b) is sexual in nature, or (c) involves violence, fraud, or significant theft. Please contact us with any questions related to past convictions and/or our background check screening process to include reference checks.

WHO DO I CONTACT WITH QUESTIONS?

Our team is happy to answer any questions or address any concerns that you may have.

- **Volunteer Manager** info@hankservices.org
- HANKServices: (516) 760-9884 or www.hankservices.org

HOW DO I SUBMIT MY APPLICATION?

Please complete and submit pages 2-3 of this packet to our office via email or mail.

HANKServices
Attn: Volunteer Services
31 Covert Ave. #90
Floral Park, NY 11001
info@hankservices.org
(516) 760-9884



Adult Volunteer Application

PRIVACY & PROTECTION OF INFORMATION: Security of information is extremely important to us. All information submitted is available to and accessed only by relevant personnel. Information is never sold or shared outside of HANKServices.

Personal Information

Title	Name	Middle	Last	
Nickname or other names ever used				
Address	City		State	Zip
Years at current address				
Date of Birth				
Phone Home	Mobile		Preferred Phone	
Email				

Employment Information

Employer	Position		
Address Street	City	State	Zip
Work phone	Can we contact you at work? Y / N		
Years at current position			

References Information

Reference 1 Name	Relationship
Phone	
Reference 2 Name	Relationship
Phone	

How did you hear about HANKServices?

Professional Skills, certificates, etc. that you have to offer:

Criminal History

Have you ever been convicted off a crime? Y / N If yes, Please explain_____

Criminal Background Check / Address History

Volunteer opportunities require a criminal background check performed every three years. Our criminal background check includes but is not limited to social security number verification and search of all aliases used by the individual, as well as all records in the counties in which the individual has resided for at least seven years as well as a national Sexual Offender Registry. Please list other residences and dates below.

_____	_____
_____	_____
_____	_____

I have Resided in the United States for the past 7 years. Yes / No

Do you know what you would like to help with? Office work, orientations, home assessments, ongoing support groups for Chores & Chat or special events?

Affirmation and Signature

I hereby affirm that the information I have given on this form is true and correct. The information may be verified by contacting persons or organizations named in this application or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check.

I certify I am able to perform the roles I have applied for and that I will not be paid for my services as a volunteer and I do not expect any compensation. Furthermore, I understand that this application will help in determining the best fit of my skills for HANKServices.

Signature _____ **Date** _____