



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 WORKER, SENIOR HELPER OR VOLUNTEER?**

Teens 14 years and older are eligible to apply.

In order to provide the HANKServices teens and seniors with the best experience possible, we require all potential students to go through an assessment before becoming an active HANKServices volunteer. Teen 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 you selected. Completion of the application does NOT guarantee a match.

Subsequent to our assessment of the senior's home and your completed orientation, one parent may accompany you to the senior's home the first day.

### **WHO DO I CONTACT WITH QUESTIONS?**

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

**Student Application Manager** [info@hankservices.org](mailto:info@hankservices.org)

Call (516) 760-9884

Please Note. At this time, there is no formal home assessment nor will a HANKServices volunteer accompany you to your job. A parent may come and meet the home owner and review the work you will be doing and to agree upon the fee you will be paid, if any. You will need to attend an orientation when you become a freshman in high school to continue working and/or volunteering for HANKServices.

### **WORKING PAPERS**

Working papers are required for working and volunteering with HANKServices. Please submit a copy of your approved working papers with your application. Please BRING the originals to your orientation.

### **ORIENTATION**

Each teen is required to attend at least one Orientation before they can be assigned a job or volunteer opportunity. One parent may attend with each student to get to know the staff, our training procedures and requirements.

All application materials must arrive **AT LEAST TWO WEEKS PRIOR TO** orientation (including application, Code of Conduct and working papers). It takes time to reach your references and process your application.

### **HOW DO I SUBMIT MY APPLICATION?**

Please complete and submit pages 2-5 of this packet and a copy of your working papers to our office via mail:

HANKServices,  
31 Covert Ave. #90  
Floral Park, NY 11001



## Teen Application

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

### Personal Information

|               |        |                 |     |
|---------------|--------|-----------------|-----|
| First Name    | Middle | Last            |     |
| Nickname      |        |                 |     |
| Address       | City   | State           | Zip |
| Date of Birth |        |                 |     |
| Phone Home    | Mobile | Preferred Phone |     |
| Email         |        |                 |     |

### Parents Information

|                |        |       |     |
|----------------|--------|-------|-----|
| First Name     | Last   |       |     |
| Address Street | City   | State | Zip |
| Work phone     | Mobile | Home  |     |

Use reverse side of paper if necessary.

### Emergency Contact Information

|                   |              |
|-------------------|--------------|
| Emergency Contact | Relationship |
| Phone             |              |

How did you hear about HANKServices?

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**References. Must have 3**

Reference 1 Family member, residing outside of the home

|       |              |
|-------|--------------|
| Name  | Relationship |
| Phone |              |

Reference 2 Non family

|       |              |
|-------|--------------|
| Name  | Relationship |
| Phone |              |

Reference 3 Non family

|       |              |
|-------|--------------|
| Name  | Relationship |
| Phone |              |

**Availability**

| Hours Available                         | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
|---|-----|------|-----|-------|-----|-----|-----|
| 8am-12                                  |     |      |     |       |     |     |     |
| 12pm-3                                  |     |      |     |       |     |     |     |
| 3pm-6                                   |     |      |     |       |     |     |     |
| 6pm-8<br>weekdays<br>6pm-10<br>weekends |     |      |     |       |     |     |     |

Are you available in the summer? Yes / No

In a few words, please describe what motivated you to apply for HANKServices.

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Please describe what you hope to get out of working and/or volunteering with HANKServices

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Please check which jobs below you are willing to do, job. When you are done, please ask a parent to verify you can perform these jobs. Please note: Jobs may come up that are not listed here.

| <u>Jobs</u>                              | <u>Paid</u> | <u>Volunteer</u>                                    | <u>Parental Initials</u> |
|--|-------------|---|--------------------------|
| Wash/dry dishes                          | _____       | _____   | _____                    |
| Use stovetop                             | _____       | _____   | _____                    |
| Snow shovel                              | _____       | _____   | _____                    |
| Put out garbage/<br>recycling            | _____       | _____   | _____                    |
| Lifting -Furniture/ junk                 | _____       | _____   | _____                    |
| Grocery shopping                         | _____       | _____   | _____                    |
| House cleaning                           | _____       | _____   | _____                    |
| Party help Kitchen/<br>serving           | _____       | _____   | _____                    |
| Party set up/clean up                    | _____       | _____   | _____                    |
| Laundry                                  | _____       | _____   | _____                    |
| Wash/wax car                             | _____       | _____   | _____                    |
| Weeding/yard projects                    | _____       | _____   | _____                    |
| Water lawn/garden                        | _____       | _____   | _____                    |
| Tech help -TV/phone/<br>computer/remotes | _____       | _____   | _____                    |
| Organizing                               | _____       | _____   | _____                    |
| Dog walker                               | _____       | _____   | _____                    |
| Heavy lifting 25/50lbs                   | _____       | _____   | _____                    |
| Ladders<br>1-2 steps/3-4 steps           | _____       | _____   | _____                    |
| Changing smoke<br>detector batteries     | _____       | _____   | _____                    |
| Drivers License?                         | Yes/No      | Other special talents or skills or awards?<br>_____ |                          |
| Access to a car?                         | Yes/No      | _____   |                          |

I am applying for: (Spring?Summer 2025 Only outdoors Just Chores available):

Chores & Chat\_\_\_\_\_ Just Chores\_\_\_\_\_ Both\_\_\_\_\_

Note you must be at least  
All must take an orientation before being assigned a senior

## Affirmations and Signatures

**To the teen:** You may register by completing this application. We cannot guarantee your application will lead to a job. We have a list of students willing to perform different jobs at different times. Depending upon the number of work requests we receive, there is a possibility we will not get enough work for all teens. Parental consent is required.

As we cannot conduct a criminal record check for minors, both students and parents must attest to the students' good character by signing below.

You must mail your application to HANKServices, 31 Covert Ave. #90, Floral Park, NY 11001. We will check your references once all your paperwork is completed.

Teen Signature \_\_\_\_\_

Date \_\_\_\_\_

**To the parent and teen:** Please realize we do our best to check each job site and the person your child will be working with. As a parent, you may assess the task which your child has been referred. As we cannot conduct a criminal record check for minors, both students and parents must attest to the students' good character by signing below. Please check our website for our screening policy. You may call us for any further information. Students will attend a minimum of one training session.

I give my permission for the above named child to participate in HANKServices.

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Parent Signature

Date \_\_\_\_\_

Teen Signature \_\_\_\_\_

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Date