HANK SERVICES
hire.a.neighborhood.kid

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
Call (516) 760-9884

WORKING PAPERS
Working papers are required for working and volunteering with HANKServices. Please submit a copy of 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 must 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:

HANK Services for Seniors
31 Covert Ave. #90
Floral Park, NY 11001

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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			Male / Female		
Address		City		State	Zip
Date of Birth					
Phone Home		Mobile		Preferred Phone	
Email					
T-shirt size Unisex	S/ M / L / XL	Allergies _____			

Parents Information

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

*Use the bottom of last page for separate parent's address and information.

Emergency Contact Information

Emergency Contact	Relationship
Phone	

How did you hear about HANK Services? _____

References. Must have 3

Reference 1 Family member, non first degree, residing outside of the home

Name	Relationship
Phone	

Reference 2 Non family

Name	Relationship
Phone	

Reference 3 Non family

Name	Relationship
Phone	

Availability

Hours Avaiable	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8am-12							
12pm-3							
3pm-6							
6pm-8 weekdays 6pm-10 weekends							

Availability: Summer? Yes / No School year? Yes / No

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

_____

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

_____

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.

Jobs	Paid 14+	Volunteer	Parental Initials
Wash/dry dishes	_____	_____	_____
Use stovetop	_____	_____	_____
Snow shovel	_____	_____	_____
Put out garbage/ recycling	_____	_____	_____
Lifting -Furniture/ junk	_____	_____	_____
Grocery shopping	_____	_____	_____
House cleaning	_____	_____	_____
Party help Kitchen/ serving	_____	_____	_____
Party set up/clean up	_____	_____	_____
Laundry	_____	_____	_____
Wash/wax car	_____	_____	_____
Weeding/yard projects	_____	_____	_____
Water lawn/garden	_____	_____	_____
Tech help -TV/phone/ computer/remotes	_____	_____	_____
Organizing	_____	_____	_____
Dog walker	_____	_____	_____
Heavy lifting 25/50lbs	_____	_____	_____
Ladders 1-2 steps/3-4 steps	_____	_____	_____
Change smoke detector batteries	_____	_____	_____
Drivers License?	Yes/No	Other special talents or skills or awards? _____	
Access to a car?	Yes/No	_____	

***Note you must be at least 14 to work. Age 13 may volunteer ONLY**

All teens must take an orientation before becoming a Senior Helper.

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 HANK Services for Seniors, 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 HANK Services for Seniors..

_____ _____
Parent Signature Date

_____
Print Parent Name

_____ _____
Teen Signature Date