



happiness HOUSE

What happens here changes lives forever.

Internship/Student Field Placement/Volunteer Application

- Geneva (please indicate area of interest) _____
- Canandaigua (please indicate area of interest) _____
- Waterloo (please indicate area of interest) _____
- Gorham (please indicate area of interest) _____

Applicant's full name (please print): _____

Home address: _____

City, State, Zip: _____

Home Phone#: _____ Cell/Other Phone#: _____

DOB: _____ Email: _____

Student's school/college: _____

School/campus address: _____

School/campus phone#: _____ Email: _____

Please indicate your field of study: _____

Do you need to complete a certain number of community service hours? _____ How many? _____

Please indicate the time frame you need to complete your placement: _____

Are you interested in a long term commitment with Happiness House? _____

Please indicate the days/hours you are available below. Desired start date: _____

Day of the week	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Morning							
Afternoon							
Evening							
Overnight							

Additional Availability Comments: _____

Overall health condition (a copy of your immunization record is required): _____

Physical limitations (if any): _____

Educational background: _____

Foreign languages spoken: _____

Other Information:

Have you ever been convicted of a criminal violation? _____ If so, please explain:

Please provide two references we may contact (not related to you):

Name: _____

Address: _____

City, State, Zip: _____

Home Phone#: _____ Cell/Other Phone#: _____

Name: _____

Address: _____

City, State, Zip: _____

Home Phone#: _____ Cell/Other Phone#: _____

In Case of Emergency Please Notify:

Name: _____

Address: _____

City, State, Zip: _____

Home Phone#: _____ Cell/Other Phone#: _____

Standards of Conduct:

Each employee and volunteer has an obligation to observe and follow Happiness House policies and procedures and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department or the agency, separation from the agency may occur for the individual.

*All prospective volunteers must be at least 16 years of age and in good general health.

Consent to use photographs and to publish:

I hereby give Happiness House permission to use photographs of and to publish information about me (applicant) in press releases, brochures, publications, advertising or other public relations materials as needed. I hereby release Happiness House and its personnel from any and all liability that may or could arise from the use of such photographs and information. _____ YES _____ NO

Confidentiality:

Protecting information concerning the people we serve is the responsibility of every Happiness House employee and volunteer and we share a common interest in making sure it is not improperly or accidentally disclosed. An intentional breach of confidentiality concerning our consumers may be grounds for discharge.

I have read and understand the information on this application. I also understand that any false or misleading information will be considered justification for disqualification of my application.

Applicant's Signature: _____ Date: _____

This space for Happiness House Staff Use Only:

Interviewed by: _____ Date: _____

_____ Interview _____ Health Assessment/PPD _____ NY State Clearance

_____ ID Badge _____ Reference Checks _____ Fingerprinting

_____ Orientation/Tour _____ HIPAA/Confidentiality _____ Training

Start Date: _____ Staff Supervisor: _____

Assignment Area: _____ Comments: _____



731 Pre-Emption Road
Geneva, New York 14456
Administration (315) 789-6828
Children's Services (315) 789-6850

What happens here changes lives forever.

5415 County Road 30
Canandaigua, New York 14424
Adult Services (585) 394-9510
Children's Services (585) 394-1190

HAPPINESS HOUSE
Finger Lakes Cerebral Palsy Association

UTILIZATION OF VOLUNTEERS

As an integral component of Happiness House, our purpose is to provide a volunteer staff that offers an extra dimension of care and services to the children and adults we serve and to their families. In addition, offering supportive services to Happiness House staff by lending helping hands that enhance our mission and vision.

Happiness House is committed to providing equal opportunities for all individuals volunteering with our agency and we welcome enthusiastic individuals of all backgrounds and abilities. This includes the acceptance, training, and assignment of volunteers regardless of race, color, religion, national origin, ancestry, gender, age, sexual orientation, marital status, disability, or medical condition. We believe this partnership with our community members is an integral ingredient in providing quality programs and services.

All prospective volunteers must be at least 16 years of age and in good general health. Prospective volunteers must complete an application for service. Completed information regarding volunteers is kept in the volunteer's personnel file that is confidential and stored in a locked file.

Happiness House has the responsibility to recruit the most qualified volunteers, determine their capabilities, and make assignments accordingly.

The goals for each volunteer are to...

- Assist Happiness House staff.
- Bring a greater personal dimension to the delivery of care.
- Serve as a vital ambassador between Happiness House and the community.

Happiness House's goals are to...

- Continually improve communication, training, and education for volunteers and Happiness House staff regarding volunteer's opportunities.
- Effectively and creatively integrate volunteers into the human resource system of Happiness House in order to take an active part in meeting the goals of the agency.
- Appropriately utilize each volunteer's background and skills.
- Recognize the efforts and contributions of volunteers and provide them with an opportunity for both personal and career development.

Participation as a volunteer provides opportunities to...

- Acquire new skills and knowledge.
- Develop new interests.
- Make new friends.
- Learn to be more compassionate and understanding.

All applications should be mailed to:
Happiness House Volunteer Coordinator
731 Pre-Emption Road, Geneva, NY 14456