

My Covenant Place, Inc. Intern/Volunteer Application

Received: _____

Interview: _____

Accept: Y or N

Initials: _____

For Office Use Only

Date _____

Name _____

Street Address _____

City, State & Zip _____

E-Mail Address _____

Phone (day) _____ (evening) _____

Do you speak another language? _____ If so, what? _____

College/University _____

Name of Intern Coordinator: _____

Contact information of Coordinator (Phone) _____

E-Mail Address _____

Start Date _____ Hours _____

Availability: Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

Do you have your own transportation? _____

Can you make a commitment for one year? _____ One Semester? _____

Emergency Information

Name _____ Telephone _____

Address _____

The Intern/Volunteer agrees to:

1. Work a certain number of hours a week according to a schedule mutually acceptable to the agency and volunteer.
2. Become thoroughly familiar with the policies and procedures set forth by the agency.
3. Be prompt and reliable in reporting to work and keep an accurate record of hours worked by signing in and out.

4. **Attend orientation and training sessions as required, and undertake continuing education provided by the agency as necessary to maintain competence.**
5. **Notify the Volunteer Coordinator at least two weeks in advance of resignation or for a request of a leave of absence.**
6. **Notify the Volunteer Coordinator as early as possible if unable to report for work.**
7. **Perform with dignity and caution when acting as a representative of the agency.**
8. **Avoid entering into any agreements with third parties or assuming any third party responsibilities on behalf of the agency.**
9. **Maintain confidentiality of all client information and all other information deemed confidential by the agency.**
10. **Maintain the security of the agency at all hours and help promote the safety of other volunteers and paid staff.**
11. **Assist in any temporary job assignments outside those specified in the particular job position that is attached to this document should it be beneficial to the agency and within the scope of the volunteer's time or skills.**
12. **Treat volunteers and paid staff with dignity and respect without regard for race, culture, ethnicity, religion, sexual orientation, disabling condition, gender or race.**
13. **Please remember that this is a work environment and that one should dress and conduct oneself accordingly.**

I hereby certify that the above information is true and give my permission for any necessary verification. I release from liability any person giving or receiving any such information.

Intern/Volunteer Signature

Please return to My Covenant Place care of:
Volunteer Department, 1300 Mercantile Lane, Suite 122B Largo, MD 20774
Email: info@mycovenantplace.org