



ACHIEVE Human Services, Inc.

Volunteer Application

Contact Information

Name	
Street Address	
City, State, Zip Code	
Telephone	

Availability

During which hours are you available for volunteer assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

In which area(s) are you interested in volunteering?

- Office
 Medical Records
 Landscaping/Grounds
Maintenance
 Housing
 Information
Technology
 Community Programs
 Job Coaching
 Other _____

Special Skills and Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies.

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Previous Volunteer Experience (if applicable)

Summarize your previous volunteer experience, if applicable.

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Reference

Name	
Street Address	
City, State, Zip Code	
Telephone	

Person to Notify in Case of Emergency

Name	
Street Address	
City, State, Zip Code	
Telephone	

Agreement and Signature

I authorize investigation of all statements contained herein and the references listed above to give ACHIEVE Human Services, Inc. any and all information deemed necessary. I release all parties from liability for any damages that may result from providing the information to you.

Name (printed)	
Signature	
Date	

Our Policies

EQUAL OPPORTUNITIES

It is the policy of this Agency to provide equal opportunities without regard to race, color, religion, national origin, genetic information, pregnancy, gender, sexual preference, age, or disability.

DRUG-FREE WORK ENVIRONMENT

The Agency is committed to the development and maintenance of a drug free environment in accordance with the Drug-Free Workplace Act of 1988. Accordingly, the Agency will not tolerate any

unlawful activity such as the possession, use, manufacture, distribution, and/or dispensation, of a controlled substance on Agency owned or controlled property. Any employee or client engaged in such prohibited conduct or convicted of a crime involving a workplace drug violation shall be subject to disciplinary action up to and including termination. ACHIEVE Human Services, Inc. maintains and promotes a drug-free work environment and enforces a zero tolerance policy for the use of alcohol, drugs and/or controlled substances.

HIPAA

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations, a Covered Entity under HIPAA is legally obligated to maintain the privacy of client health information that it creates or receives. The Agency recognizes the importance of keeping medical information confidential and is dedicated to meeting the HIPAA obligations. All information that we have about clients we consider to be confidential, and we maintain technical and administrative safeguards to protect against unnecessary use and disclosure of it. We expect our employees to respect our clients' instructions regarding any incidental exposure to protected health information. We are committed to supporting our clients in their efforts to comply with both state and federal privacy laws.

OSHA

Everyone has the right to a safe workplace. The Occupational Safety and Health Act of 1970 was passed to prevent workers from being seriously harmed at work or killed at work, and the law requires employers to provide their employees with working conditions that are free of known dangers. The Act created the Occupational Safety and Health Administration (OSHA), which sets and enforces protective workplace safety and health standards which are maintained by the Agency. OSHA also provides information, training and assistance to workers and employers. Workers may file a complaint to have OSHA inspect their workplace if they believe that the Agency is not following OSHA standards or that there are serious hazards in the workplace. An injured worker may undergo a drug screening.

REASONABLE ACCOMMODATION

The Agency strictly adheres to the requirements of the Americans with Disabilities Act (42 U.S.C. Sections 12101 et seq.). While the Agency strives to appreciate the special needs of its disabled employees and provide the necessary, reasonable accommodations, it remains the responsibility of each employee subject to the provisions of the Act to promptly and effectively communicate in writing the need for accommodation to the Agency.

Applicant's Signature

Date

HR Manager's Signature

Date

Thank you for your interest in volunteering with ACHIEVE Human Services, Inc.

Please return completed application to:

Manisha Barker
Human Resources Manager
3250-A E. 40th Street
Yuma, AZ 85365
Tel: 928.341.4118
Fax: 928.341.9462
mbarker@achievehs.org