



Heart of the Valley, SERVICES FOR SENIORS, INC.
P. O. Box 418, Santa Clara, CA 95052
408-241-1571
kirby@servicesforseniors.org

APPLICATION FOR VOLUNTEER PLACEMENT

APPLICANT INFORMATION:

Name: _____ DOB/MM/DD: _____ Gender _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: Home: _____ Work: _____ Cell: _____ Email: _____
Driver's License: _____ Auto Insurance: _____ Policy Number: _____

EMPLOYMENT:

Present/ most recent employer name: _____ Phone: _____
Address: _____ City: _____ Zip: _____
Job Title: _____

EDUCATION:

Highest Level of Education: High School: __ Undergraduate: __ Graduate: __ Post Graduate: __
Presently enrolled as student? : __ Where: _____
Licenses/Certificates: _____
Languages Spoken and/or Written: _____

REFERENCES: (List three references – not family members):

Name: _____ Email: _____ Phone: _____
Name: _____ Email: _____ Phone: _____
Name: _____ Email: _____ Phone: _____

EMERGENCY CONTACT: _____ Phone: _____ Relationship: _____



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HOW DID YOU HEAR ABOUT HEART OF THE VALLEY?

Brochure: __ Agency: __ Advertisement: __ SeniorCenter: __ School: __ Online: __ Other: __

VOLUNTEER INFORMATION

Volunteer Position:

1. Do you want to work directly with a senior? Check all that apply.

- Transportation: shopping/errands/other appointments (medical/business)
 home visits handyman light yard work house projects paperwork/telephone
 computer in-home services Other _____

2. Do you want to work with a project or program in one of these roles?

- manager coordinator administrative support team member

3. Do you want to work in the office (open 9am to 1pm - Monday through Friday)?

- answering phones speaking to clients filling out forms data entry filing
 copying/cutting/assembling record keeping On Call: special projects mailings

4. Outreach: Public Speaking Social Events Fundraising Social Networking Newsletter

AVAILABILITY:

1. What days and times do you prefer volunteering?

Office is open 9AM to 1PM weekdays only.

All other assignments may be from 9AM to 9PM seven days a week.

Non-appointments like shopping are done at the volunteers' convenience.

2. HOV provides services to clients in these areas. Where can you help?

- Santa Clara Cupertino Sunnyvale Saratoga Monte Sereno Los Gatos
 Campbell West San Jose

West San Jose Zip Codes: 95117 95125 95126 95128 95129 95130