

VOLUNTEER APPLICATION

Contact Information

Name	
Date of Birth	
Street Address	
City, State, Zip Code	
Email address	
Phone number	

Emergency Contact

Name	
Phone number	
Relationship	

Special skills and qualifications

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Applicant information

1. Which volunteer position are you interested in? Construction site Habitat Store Office
2. Do you have any dietary restrictions? _____

Availability

- Weekday mornings (9am - 12pm)
 Saturdays
 Weekday afternoons (1pm - 5pm)
 Other: _____

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

	Date
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eSignature

Wet Signature

Our policy

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

OFFICE USE ONLY:

VOLUNTEER PROGRAM: At Will Paid by 3rd Party Community Service _____ hours to complete

AGENCY/ORGANIZATION: _____

RELEASE & WAIVER OF LIABILITY

PLEASE READ CAREFULLY
THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the Release) is executed on this ____ day of _____ 20____, by _____ (the Volunteer), in favor of Yakima Valley Partners, Habitat for Humanity International, Inc., and any other Habitat for Humanity affiliated organization, and their respective directors, officers, employees, volunteers, and agents (collectively, the Released Parties).

I, the Volunteer, desire to work as a volunteer for one or more of the Released Parties and engage in the activities related to being a volunteer (Activities). I understand that my activities may include but are not limited to the following: Working in Habitat for Humanity offices, Habitat for Humanity Store operations, traveling to and from work sites, towns, cities, or countries; consuming food available or provided; Living in housing provided for volunteers; Constructing and rehabilitating residential buildings; and other construction-related activities.

I, the Volunteer, hereby freely, voluntarily and without duress execute the Release under the following terms:

Release and Waiver: I, the Volunteer, do hereby release and forever discharge and hold harmless the Released Parties and their successors and assigns from any and all liability, claims, and demands which I, or my heirs, assigns, next of kin, or legal representatives may have, or which may hereinafter accrue with respect to any bodily injury, personal injury, illness, death, or property damage, which arise or may hereafter, arise from, or is in any way related, to my Activities with any of the Released Parties, whether caused wholly or in part by the simple negligence, fault, or other misconduct, other than intentional or grossly negligent conduct of any of the Released Parties, or of other volunteers.

I understand and acknowledge that by this Release, I knowingly assume the risk of injury, harm, and loss associated with the Activities. I also understand that the Released Parties do not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death, or property damage.

Medical Treatment: I, the Volunteer, do hereby release and forever discharge the Released Parties from any claim or action whatsoever, which arises or may hereafter arise on account of any first aid, treatment, or services rendered in connection with my Activities with any of the Released Parties.

Assumption of Risk: I, The Volunteer, understands that my Activities may include work that may be hazardous to me, including, but not limited to the following: construction, loading, and unloading, travel to and from work sites, exposure to lead, asbestos, and mold that may cause or worsen certain illnesses, especially if I do not wear protective equipment, am exposed for extended periods of time, or have a pre-existing immune system deficiency.



RELEASE & WAIVER OF LIABILITY

I also understand there is some inherent risk in consuming local foods and living in local accommodations in the city (ies) or country (ies) visited. I further understand I may be traveling to and from locations where there is a risk of terrorism, war, insurrection, criminal activities, inclement weather, or other circumstance that could threaten my health, or safety. I also understand that it is the policy of the Released Parties do not pay ransom or make any other payments to secure the release of hostages.

I hereby expressly and specifically assume the risk of injury or harm in the Activities and release the Released Parties from all liability for any loss, cost, expense, injury, illness, death, or property damage resulting directly or indirectly from the Activities.

Insurance: I, the Volunteer, understand that except as otherwise agreed to by the Released Parties in writing, the Released Parties are under no obligation to provide, carry, or maintain health, medical, travel, disability, or other insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own health, medical, travel, disability, or other insurance coverage.

Photographic Release: I, the Volunteer, do hereby grant and convey unto Habitat for Humanity International Inc., all right, title, and interest in any and all photographs, video, or audio recordings, including my image or voice, made by any of the Released Parties during my Activities with the Released Parties; including, but not limited to, the right to use such photographs or recordings for any purpose and to any royalties, proceeds, or other benefits derived from them.

Other: I, the Volunteer, expressly agree that this release is intended to be as broad and inclusive as permitted by the laws of the state where the Activities take place. I further agree that in the event any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision of this shall not otherwise affect the remaining clauses or provisions of this Release, which shall continue to be enforceable. Furthermore, a waiver of a right under this Release does not prevent the exercise of any other right.

To express my understanding of, and agreement with this release, I sign here with a witness.

Volunteer Name (Print): _____ **eSignature:** _____

Wet Signature: _____

Email : _____ **Date of Birth:** _____

Agency Rep (Print): _____ **eSignature:** _____

Wet Signature: _____

1.0 PURPOSE

As a ministry, Yakima Valley Partners Habitat for Humanity values the safety of children, our employees, volunteers and the families we serve. We want to take prudent measures to protect our human and material resources.

2.0 POLICY

Yakima Valley Partners Habitat for Humanity requires that criminal background checks be conducted for all potential partner families, board members, employees and key volunteers, and, those who may have unsupervised contact with a child, the elderly or persons with disabilities. Yakima Valley Partners Habitat for Humanity reserves the right to recheck criminal backgrounds at any time during the homebuilding process, course of employment and/or service.

Any person who does not consent to a criminal background check will not be permitted to become a partner family, work and/or volunteer with Yakima Valley Partners Habitat for Humanity.

2.1 DISQUALIFICATION CRITERIA

A previous conviction may disqualify an applicant from homeownership, employment, or board members and volunteers from service with Yakima Valley Partners Habitat for Humanity. In determining eligibility, Yakima Valley Partners Habitat for Humanity, in its sole discretion, may consider several factors, including, without limitation, the:

- Nature, duties and responsibilities of the position;
- Nature of the conviction and whether children were involved;
- Time elapsed since the offense;
- Extent to which the offense may affect the person's fitness or ability to perform the duties or responsibilities of the position;
- Age of the candidate when the illegal activity occurred;
- Number of convictions (if more than one);
- Any information produced by the person, or produced on the person's behalf demonstrating rehabilitation and good conduct;
- Whether hiring, transferring, promoting or partnering with the applicant and/or candidate would pose a risk to the organization;
- Whether the state's public policy encourages employment of persons who have been convicted of crimes;
- Whether the state's public policy encourages homeownership of persons who have been convicted of crimes;
- The nature of the build, i.e., proximity of houses, mixed use communities, etc.; And/or any other factor the affiliate deems relevant to the decision.

2.2 EXAMPLES OF DISQUALIFICATION WARRANTED

If a person withholds information or falsifies information pertaining to previous convictions, the person may be disqualified from further consideration.

The following list provides some examples in which Yakima Valley Partners Habitat for Humanity may, within its sole discretion, determine an individual to be ineligible for homeownership, employment and/or service:

- Embezzlement or fraud conviction of a Fundraising Director applicant;
- Stalking conviction against a supervisory candidate or candidate with access to personal information such as Executive Director or Human Resources personnel;
- Murder and/or assault conviction against a candidate with access to dangerous instruments, i.e., Construction Manager; and/or
- Burglary conviction of a partner family member in a condominium or apartment style community.

This list is not exhaustive and is for illustrative purposes only. Yakima Valley Partners Habitat for Humanity reserves the right to weigh disqualification criteria on a case-by-case basis and to make selection decisions in its sole discretion. Disqualification may extend to any partner family member and to any position with Yakima Valley Partners Habitat for Humanity and associated entities, including, but not limited to Habitat for Humanity International, Inc., Area Offices, Branches, National Organizations, Affiliates, Disaster Response Centers, Regional Support Centers and State Support Centers.

2.3 EMPLOYMENT OFFER CONTINGENT ON CRIMINAL BACKGROUND CHECK

In the employment context, Yakima Valley Partners Habitat for Humanity may extend an offer of employment to an applicant that is contingent on the completion of the criminal background check. However, the applicant may not start work before the criminal background check and the final employment and/or service eligibility decision has been made by Yakima Valley Partners Habitat for Humanity personnel and/or Board of Directors.

3.0 PROCEDURE

Yakima Valley Partners Habitat for Humanity will make good faith efforts to comply with the following procedures when conducting criminal background checks:

- Check all states in which the person has resided for the last ten (10) years;
- Ensure all recruitment information, applications, announcements, and descriptions state the position or partner family relationship requires a criminal background check;
- Seek prior written approval in accordance with applicable laws, and in particular, where third party vendors are retained to conduct criminal background checks;
- Initiate criminal background checks prior to the hire, transfer, promotion, or reassignment of individuals, including reclassification;
- Notify the individual under consideration that an offer for any personnel action (employment, transfer, promotion, reclassification, or change in duties) or homeowner status is conditioned on

successful completion of the criminal background check, and that falsification of information submitted may be cause for corrective action, up to and including dismissal and/or elimination from the homeownership program; and/or

- Review criminal background checks that reveal convictions and determine within a reasonable time whether such convictions disqualify individuals from positions and/or family partnership.

4.0 DENIAL OF APPLICATION, TERMINATION OR REASSIGNMENT

Based on any or all of the criteria outlined in this policy, Yakima Valley Partners Habitat for Humanity may, in its sole discretion, decide that a partner family will be denied homeownership, an employee will be terminated, a volunteer will be dismissed or an applicant will not be hired. In the employment or volunteer context, Yakima Valley Partners Habitat for Humanity may, in its sole discretion, also choose to reassign a former convict to a job involving less exposure to risk. In doing so, Yakima Valley Partners Habitat for Humanity may, in its sole discretion, consider:

- The type and location of the job – whether it would give the offender access to potential victims;
- The types of co-workers and subordinates in the workplace;
- Whether the job would involve travel;
- Work hours;
- Degree of supervision; and/or Amount of access to technology, i.e., the Internet.

I have read and acknowledged the above listed policies. This authorization is valid for current and future reports, and I specifically understand that YVPHFH intends for this authorization to cover both my anticipated engagement as a volunteer or my application for employment and, any additional consumer reports obtained while I remain a volunteer or employee.

Volunteer eSignature	Wet Signature	Date
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YVP HFH Signature	Date
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Yakima Valley Partners Habitat for Humanity {Habitat} supports RCW 49.60 –Freedom from discrimination – Declaration of civil rights. The right to be free from discrimination because of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability is recognized as and declared to be a civil right.

It is the Habitat’s vision to partner with all community members of Yakima, including other affordable housing providers, ethnic and minority communities and low-income families to raise the standards of housing. Habitat will provide hope, stability and dignity for families in partnership while building our community through quality homeownership.

Habitat is committed to supporting high standards of business ethics in every aspect of its operation. We recognize that people work best when they know what is expected of them. For this reason, we have developed the following Volunteer Conduct Guidelines:

Habitat expects that harmonious working and interpersonal relationships will be the standard for all volunteers. However, conflict and inappropriate conduct occur occasionally in the workplace. We expect volunteers to follow rules of conduct that will protect the interests and safety of all employees, volunteers, and Habitat.

It is not possible to list all the forms of behavior/conduct that are unacceptable in the workplace. The following list illustrates some examples that may result in disciplinary action up to and including suspension or immediate termination of volunteer activity.

Depending on the specifics of the situation and the severity of the offence any of the levels of discipline may be bypassed and the volunteer placement may be terminated without prior warnings or suspensions.

This list is not all-inclusive:

- Theft or inappropriate removal or possession of Habitat property
- Falsification of documents
- Volunteering under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace while volunteering, or while operation Habitat-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of Habitat’s or another person’s property
- Disrespectful conduct
- Failure to follow a supervisor’s reasonable job assignment
- Violation of safety or health rules
- Smoking in Habitat buildings or on Habitat construction sites
- Sexual or other harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Inappropriate conduct/behavior which brings discredit upon Habitat’s mission and goals

The following procedures are generally used with respect to conduct and discipline. It is Habitat’s policy that any conduct that, in its view, interferes with or adversely affects work is enough grounds for disciplinary action. Such action can range from warnings to immediate discharge. Depending on the conduct, disciplinary steps may be enforced by the following methods:

- Written warnings
- Termination

Factors that may be considered in determining the appropriate disciplinary action can include:

- Seriousness of conduct
- Volunteer record
- Volunteer’s ability to correct their conduct
- Action taken with respect to similar conduct by other volunteers
- Other surrounding circumstances

Volunteer dress and grooming should be appropriate to the work environment. However, basic hygiene applies to all volunteer positions.

I have read the foregoing *Volunteer Code of Conduct* and agree to abide by the standards outlined therein.

I have read and acknowledged the above listed policies.

Volunteer eSignature	Wet Signature	Date
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YVP HFH Signature	Date
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