



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
(include desired beginning and end dates): _____

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

| Day of the Week | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------|--------|---------|-----------|----------|--------|----------|
| Morning | | | | | | |
| Afternoon | | | | | | |
| Evening | | | | | | |

Additional Availability Comments: _____

Overall health condition (immunization record is required): _____

Educational background: _____

Foreign languages spoken: _____

Have you ever been convicted of a misdemeanor or a felony in any jurisdiction? Yes No

If yes, please explain: _____

Are you currently under arrest or facing criminal charges? Yes No

If yes, please explain: _____

Have you ever been the subject of an indicated* report of abuse, neglect or maltreatment?

Yes No

If yes, please explain: _____

**An indicated report of abuse, neglect or maltreatment is a report made after investigation by an appropriate governmental agency to the Central Register of the New York State Department of Social Services or other governmental agency because some credible evidence exists to support an allegation of abuse, neglect or maltreatment.*

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

| Name | Relationship | Address | Phone Number |
|------|--------------|---------|--------------|
| | | | |
| | | | |
| | | | |

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: _____



731 Pre-Emption Road
Geneva, New York 14456
Administration 315.789.6828
Children's Services 315.789.6850

5415 County Road 30
Canandaigua, New York 14424
Administration 585.394.9510
Children's Services 585.394.1190

Please return completed application to:
Dawn Marino-Training/Volunteer Coordinator
731 Pre-Emption Rd.
Geneva, NY 14456
Or
dmarino@happinesshouse.org