

Iowa Department of Human Services

VOLUNTEER APPLICATION

The information on this form will help us to find the most satisfying and appropriate volunteer service for you. Your cooperation in completing it is most appreciated.

Name	Date	
Address	Home Phone	Work Phone
Education: () Grade 8 () High School () College: Major () Other		
Age Range: () 10-17 () 18-29 () 30-49 () 50-64 () 65 +		

Brief Employment History:

Date	Job Title	Employer's Name and Address

References: List three people whom we may call who you know well (not including family members).

Name	Address	Phone	Relationship
1			
2			
3			

Brief description of previous volunteer or community involvement

How did you learn about our volunteer opportunities: _____

Interests, skills: _____

Health or physical limitations: _____

Are you applying for a particular position? () Yes () No

If yes, please state. _____

Time available for volunteer work:

	M	T	W	TH	FRI	SAT	SUN
Morning							
Afternoon							
Evening							

I would like to participate () Weekly () Monthly () Occasionally on request

Some facts you should know as you apply to become a DHS volunteer.

1. Medical Insurance. The state does not have medical coverage for volunteers. If you do not have your own medical insurance and you still wish to volunteer, it is recommended that you obtain insurance.
2. Car Insurance. If you plan to provide transportation to a DHS' client as part of your volunteering, please read and complete the "Questionnaire for Transportation Volunteer." Please note: The state does not carry insurance on volunteers' cars. Check with your insurance agent to make sure you are adequately covered to perform this service.
3. Liability. If a volunteer is sued for an incident occurring while volunteering under Iowa Code Chapter 25A, the state will defend and indemnify that volunteer (i.e. the state will provide an attorney and pay any money awarded by the court), except if the volunteer is found to be in willful and wanton neglect. For example: A volunteer is sued by a client because of an injury sustained in a car accident. The state defends and indemnifies the volunteer. Later the volunteer is found to have been legally drunk at the time of the accident, which is willful and wanton neglect. The state would recoup the cost of the defense and damages awarded by the court.
4. Confidentiality

When you accept a volunteer position with the DHS, you assume an obligation to keep in confidence all confidential information pertaining to the clients served. Duties you may perform will involve the private lives and business of the clients. Confidential information must not be revealed or discussed with anyone not entitled to receive it, including your family members.

If you become a DHS volunteer, the staff person supervising you will orient you to the department. At that time you will be told about the confidentiality policies and procedures that govern the information you will work with and have access to.

The Department of Human Services will consider this application without regard to race, color, national origin, sex, religion, age, creed, physical or mental disability, or political belief.

Your signature

Date