



VILLAGE OF PINECREST

12645 Pinecrest Parkway
Pinecrest, Florida 33156
(305) 234-2121

www.pinecrest-fl.gov

VOLUNTEER APPLICATION FORM

Volunteering is vital to our community and the Village of Pinecrest appreciates your interest in volunteering your services. Whether you make a short term or long term commitment, the Village welcomes your help, and will work to make your experience a rewarding one for you.

While most volunteering opportunities in the Village of Pinecrest are available in Pinecrest Gardens, there may be additional opportunities for volunteer service in other Village departments. Please indicate where you would prefer to provide your volunteer service:

- Pincrest Gardens
Other Village facility
No preference

INSTRUCTIONS: To receive consideration, please complete, sign and return the Volunteer Application Form to the Human Resources Office located on the third floor of the Municipal Center located at 12645 Pinecrest Parkway, Pinecrest, Florida 33156. Volunteer applications are accepted at the Municipal Center from Monday to Friday between the hours of 8:00 a.m. and 4:00 p.m., (excluding holidays). You may also submit your volunteer application via US mail.

To apply please submit the following:

- 1. Volunteer Application Form (3 pages)
2. Drivers license (will be copied upon receipt and used for identification verification)

PERSONAL DATA

DATE of Application: _____

Name: _____
Last First M.I.

Address: _____ City: _____ State _____ Zip Code _____

Home Telephone #: _____ Cellular Telephone #: _____

Email Address: _____ Other Contact #: _____

*SS#: _____ Date of Birth: _____ Gender: [] Male [] Female

In compliance with FS §119.071(5), your social security number is requested for the purpose of conducting a criminal background check and will be used solely for this purpose. Date of birth and gender are also necessary for conducting a criminal background check.

EMERGENCY CONTACT INFORMATION

Emergency Contact Person: _____ Relationship: _____

Telephone Number: _____ Alternate Number: _____

VOLUNTEER QUESTIONNAIRE

AVAILABILITY: Please enter under each weekday the times you are available to volunteer:
(Example: Monday morning 8:00 am to 11:00 am, Friday afternoon 2:00pm to 6:00 pm, etc.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Indicate the number of hours able to commit per month: _____ per week: _____

Are you available seasonally? Yes No if yes, indicate dates in Miami area _____

Languages Spoken: English Spanish French Creole German Other _____

List any skills, special training, hobbies or experience (ex: carpentry, botanical/horticultural interests, etc.):

List any prior experience (paid, volunteer, or educational) that may be useful in volunteering at the Village.

Activity	Organization	Dates

Please indicate any preferred job duties or areas of interest.

- | | |
|---|--|
| <input type="checkbox"/> Docent | <input type="checkbox"/> Clerical/Office |
| <input type="checkbox"/> Greeter | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Grounds Worker | <input type="checkbox"/> Usher/Guide |
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Educational Program |
| <input type="checkbox"/> Other: _____ | |

Indicate your availability to volunteer under the following conditions (check all that apply):

<input type="checkbox"/>	Indoors	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Strenuous
<input type="checkbox"/>	Standing	<input type="checkbox"/>	Sitting	<input type="checkbox"/>	Walking
<input type="checkbox"/>	Bending	<input type="checkbox"/>	Telephones	<input type="checkbox"/>	Filing

Do you have any physical limitations that should be considered when we plan your volunteer assignment?

Yes No If yes, please explain: _____

How did you learn about the Village's volunteer program?

What do you hope to gain by volunteering at the Village?
