



## Cortney's Place Volunteer Application 2018

Thank you for your interest in Cortney's Place. We are a 501c3 nonprofit organization that focuses on creating the best environment for adults with intellectual and developmental disabilities through our day program and mission. Please take the time to fill out all the information below to the best of your knowledge as it will help us match your skills to our mission's needs. Please note we conduct reference checks on all volunteers.

### Personal Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Personal Background Information

Are you less than 18 years of age? If YES, a parent or guardians signature is required to accept this application.

YES  NO

Have you ever been convicted of a felony? If YES please explain:

YES  NO

\_\_\_\_\_

Have you ever been convicted for child abuse or sex-related crimes? If YES please explain:

YES  NO

\_\_\_\_\_

Within the last 5 years, have you been convicted of, or ended a persion of incarceration resulting from a conviction for a misdemeanor other then firs convictions for drunkennes, simple assault, speeding, a minor traffic violation or disturbuing the peace?

YES  NO

\_\_\_\_\_

Cortney's Place is a non-profit 501©3 that is a family-founded program established to provide what all parents desire for their loved ones: an inclusive, stimulating, and enjoyable community-based day program for adults with intellectual and developmental disabilities that offers a one-of-a-kind experience for all who participate in the program.



## Cortney's Place Volunteer Application 2018

### Emergency Contact Information

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

### Interest and Skills

Please mark all the apply

X	<u>Volunteer Opportunities</u>	X	<u>Interests or Skills</u>
	Working with adults with intellectual and developmental disabilities		Accounting
	Fundraising		Administrative
	Junior Leaders Council		Art
	Special Events		Computer
	Serve on a committee		Data Entry
	Graphics		Music
	Marketing		IT Skills
	Public Relations		Life Skills Development
	Website Development		Educational Development
	Photography		Performance Art
	Grant Writing / Research		Sports
	OTHER:		OTHER:

### Volunteer Schedule

Please list the days and times you are able to volunteer. Please note our Program runs M-F from 8am-4pm and our Admin Office is M-F from 8am-5pm

Monday	Tuesday	Wednesday	Thursday	Friday

Have you ever worked or volunteered for Cortney's Place in the past? If so please explain below:

---



---

Cortney's Place is a non-profit 501©3 that is a family-founded program established to provide what all parents desire for their loved ones: an inclusive, stimulating, and enjoyable community-based day program for adults with intellectual and developmental disabilities that offers a one-of-a-kind experience for all who participate in the program.



## Cortney's Place Volunteer Application 2018

### Personal References

Name	Phone Number	Email	Relationship

### Professional References

Name	Phone Number	Email	Relationship

### Volunteer Questionnaire:

1. Please share with us any experience you have working with people with intellectual and developmental disabilities.

---

---

---

2. Why would you like to volunteer at Cortney's Place?

---

---

---

3. What do you hope to gain from your experience at Cortney's Place?

---

---

---

Cortney's Place is a non-profit 501©3 that is a family-founded program established to provide what all parents desire for their loved ones: an inclusive, stimulating, and enjoyable community-based day program for adults with intellectual and developmental disabilities that offers a one-of-a-kind experience for all who participate in the program.



## Cortney's Place Volunteer Application 2018

### Volunteer Application Statement

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by Cortney's Place. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide Cortney's Place (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at a decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal to offer you a volunteer position.

I will comply with all rules and regulations as set forth in Cortney's Place's volunteer handbook or other communications distributed to volunteers. **Also, please read and return the signed "Acknowledgement of Handbook" form which is on page 14 in the Volunteer Handbook to the Volunteer Coordinator.**

I further understand that it is Cortney's Place policy to secure conviction criminal history information as a part of the employment/volunteer process for applicable positions.

I understand that completion of this form does not guarantee me status as an applicant or any consideration unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

**My signature below certifies that I have read and understand the foregoing, & to the best of my knowledge, the information on this form is true and correct.**

---

Volunteer Applicant's Signature

Date

---

Parents or Guardian's Signature (if Applicant is 17 years of age or under)

Date

**Once complete, please submit your application to:**

**Cortney's Place**  
7000 E. Shea Blvd. #1430; Scottsdale, AZ 85254  
Phone: 480 419-5852  
Email: [info@CortneysPlace.org](mailto:info@CortneysPlace.org)

Cortney's Place is a non-profit 501©3 that is a family-founded program established to provide what all parents desire for their loved ones: an inclusive, stimulating, and enjoyable community-based day program for adults with intellectual and developmental disabilities that offers a one-of-a-kind experience for all who participate in the program.



## Cortney's Place Volunteer Application 2018

### For Office Use Only

Name of CP Person Volunteer Applicant Met With: \_\_\_\_\_

Date & Time of Meeting: \_\_\_\_\_

References Called? YES/NO

Notes on references:

---

---

---

---

---

---

---

---

---

---

Follow Up Notes:

---

---

---

---

Cortney's Place is a non-profit 501©3 that is a family-founded program established to provide what all parents desire for their loved ones: an inclusive, stimulating, and enjoyable community-based day program for adults with intellectual and developmental disabilities that offers a one-of-a-kind experience for all who participate in the program.