

VOLUNTEER APPLICATION

Name: _____ Date: _____

Permanent Address: _____ Phone: _____

City/State/Zip: _____

Social Security Number: _____ Email: _____

Summer Address (if different): _____

Area of interest: General Office Work: _____ Aquaculture: _____ Biomedical Marine Research: _____ Engineering: _____

Marine Science: _____ Education: _____ Marine Mammal: _____ Other: _____

Background: (If college, indicate major and highest degree. Attach resume or CV if applicable) _____

Skills Acquired: General Office: _____ Computer: _____ Accounting: _____ Lab Work: _____ Research: _____ Education: _____

Other: _____

Hobbies/Special Interests: _____ Foreign Language: _____

Please describe the hours/days/months you are available: _____

Local References (please list two):

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Have you ever been convicted of a crime? Yes _____ No _____ (Such a conviction may be relevant if job related but does not bar you from placement as a volunteer.) If yes, please explain: _____

Nondiscrimination – Harbor Branch does not discriminate on the basis of race, color, sex, religious belief, national origin, ancestry, age or non-job related handicap as those terms are defined under applicable law. This policy of nondiscrimination applies in connection with admission to, and participation in, all programs and activities sponsored by Harbor Branch and to all employment practices of Harbor Branch.

Pre-Placement Drug Testing Policy – I understand that as a condition of volunteering, any offer of volunteer placement within Harbor Branch is contingent on my passing a screening for the presence of illegal drugs. Should I be offered a placement, I will be required to voluntarily submit to a urinalysis test at a laboratory chosen by Harbor Branch and, by signing a consent agreement, will release Harbor Branch from liability. Should I test positive for the presence of illegal drugs, I will be denied volunteer placement at that time. I may reapply no less than one year from the date of the positive test result. Harbor Branch will not discriminate against applicants for volunteer placement because of past abuse of drugs or alcohol. However, Harbor Branch will not tolerate any current drug abuse or alcohol abuse that prevents volunteers from properly performing their jobs.

Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if under age 18)

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Application Process and Information

Anyone interested in volunteering at Harbor Branch may complete the application on the reverse side. We concentrate on matching the abilities and interest of the volunteer to the requirements of the position for which we are recruiting. Please be aware of the following guidelines in the application process.

Age Requirements:

You must be a minimum of 15 years of age. If you are under age 18, your parent's/guardian's signature is required on the application.

Time Requirements:

For most volunteer positions, a four-hour per week commitment is required.

Interviewing:

Harbor Branch volunteers are placed based on the needs of the Institute. These needs change often. We will interview applicants when there is a position available.

Pre-Placement Requirements:

When you accept a volunteer position, you will be required to complete a pre-placement drug test (as required by the Florida Drug Free Workplace Act) and attend orientation prior to beginning work.

Harbor Branch will retain your application for a minimum of 60 days and contact you to determine if you want to be considered for positions that may open after that period of time.

Thank you for your interest in the Harbor Branch Volunteer Program.

Please attach any additional information and return to:

Human Resources
5600 US 1 North
Fort Pierce, FL 34946