



# Volunteer Application and Release

Date: \_\_\_\_\_

You can submit this completed form via: e-mail to [volunteer@silverkey.org](mailto:volunteer@silverkey.org), mail, or in-person at:  
**Silver Key Senior Services, Volunteer Engagement Dept, 1625 S. Murray Blvd, Colorado Springs, CO 80916**  
If you have any questions, please contact 719-884-2300.

Are you a:  New volunteer to Silver Key? OR  Returning volunteer to Silver Key?  
Are you a **current** client of Silver Key?  Yes  No If **yes**, which department? \_\_\_\_\_  
Are you a **past** client of Silver Key?  Yes  No  
Are you a Veteran?  Yes  No  
Are you a spouse of a Veteran?  Yes  No  
**How did you hear about volunteering at Silver Key?** \_\_\_\_\_

**Volunteer Information – Information provided in this section is used for the application process, including a background check.**

Legal Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Length of time living at address (mo/yr): \_\_\_\_\_  
*If less than 5 years, provide previous address:*  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender:  M  F  
**For positions that require driving on behalf of Silver Key, volunteers must be age 21 or older.**  
Driver License # \_\_\_\_\_  
Driver License issuing state:  CO OR  Other \_\_\_\_\_  
Driver License expiration date: \_\_\_\_\_

**Please note that you will be asked to provide your Social Security number after the interview process for a criminal background check.**

**For some positions, you may be asked to provide a copy of your vehicle insurance and driver's license after the interview process and on a regular and/or periodic basis.**

**Emergency Contact – Who can we contact in case of an emergency?**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

**Volunteer Interest and Availability – What areas of volunteering are you interested in? (Check all that apply)**

**Provide Meals:**

- Home Delivery of Meals
- Connections Café Lunch Service
- Food Preparation

**Provide Rides:**

- Reserve & Ride Driver

**Client Support:**

- Food Pantry Client Support
- Admin/Reception

**Materials Support**

- Food Pantry Materials Handling
- Thrift Store\*

**Office/Admin Support**

- Admin/Reception
- Resource Development Admin
- Professional Support
- Project and Event Support

**Veterans Supporting**

**Veterans:**

- Home Delivery of Meals
- Reserve & Ride Driver
- Veteran Client Support

**Tell us what days and times you are available to volunteer (\*Saturday opportunities are limited to the Thrift Store):**

Mon ( )    Tues ( )    Wed ( )    Thurs ( )    Fri ( )    Sat\* ( )

**PLEASE NOTE: Silver Key has a separate application form for supervised/limited exposure volunteer positions including: groups, one-time, community service, and minors. Contact the Volunteer Engagement Dept for availability and applications.**



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## Education/Skills

What is the highest level of education you have achieved?

GED  H.S. Diploma  B.A./B.S.  Master's Degree  Higher

Please rate your computer skills:

Internet Research  None  OK  Good  Great  
Microsoft Office  None  OK  Good  Great

Tell us about any other language(s) you understand/speak/read/write in addition to English:

Language: \_\_\_\_\_  Understand  Speak  Read  Write  
Language: \_\_\_\_\_  Understand  Speak  Read  Write

## Volunteer / Employment History – What other businesses/organizations have you volunteered or worked for?

Business/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact for a reference?  Yes  No

Business/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact for a reference?  Yes  No

Business/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact for a reference?  Yes  No



## Volunteer Application and Release

Declining any of the below information needed may disqualify you from further consideration regarding volunteering.

### Disclosure

As part of our background investigation process, we may obtain consumer reports or prepare an investigative consumer report. The investigative consumer report may consist of contacting all supplied prior employers to verify your employment history. It may also include, but not be limited to, criminal history reports and driving history records. It is rare that Silver Key will obtain a credit report and the volunteer will be advised under which conditions this would be necessary. Under the provisions of the Fair Credit Reporting Act, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

### Background Check Release

#### Advisement

Older adults are a potentially vulnerable, high-risk group. Silver Key Senior Services asks that you provide authorization for a criminal record check prior to your potential volunteer placement. The criminal record check is conducted via a secure website. It is returned electronically to the Silver Key Volunteer Engagement department and becomes a part of your volunteer record.

#### Acknowledgement

I have read the above statement and I understand Silver Key's requirement for a criminal record check prior to further consideration of my application for volunteer placement. I understand if I choose to participate in the VA Choose Home Veteran Volunteer program, I will also be required to undergo a fingerprint check. I understand that I am being asked to voluntarily provide information including my social security number. I further understand that failure to provide the information will disqualify me from further consideration concerning the volunteer position for which I might apply.

I accept       I decline

### Drug and Alcohol Testing

I understand that all volunteer positions that involve driving on behalf of Silver Key and all VA Choose Home Veteran Volunteers will require a drug and alcohol test prior to placement, per the Department of Transportation (CDOT) regulations and/or insurance requirements. Volunteers who meet these criteria will be subject to periodic random drug testing. (Federal Transit Administration (FTA) regulation 49 CFR Part 655) I understand that failure to authorize and pass a required drug and alcohol test will disqualify me from further consideration concerning the volunteer position for which I might apply.

I accept       I decline

### Driving Record Release

Driving records may be obtained as part of Silver Key's evaluation of my volunteer application. I understand a motor vehicle records check is required for all positions that involve driving on behalf of Silver Key. I understand that I am being asked to voluntarily provide this authorization and that failure to provide authorization may disqualify me from further consideration concerning the volunteer position for which I might apply.

I accept       I decline

### Photo Release

I hereby agree to allow Silver Key to take photographs and/or videos of me while volunteering for Silver Key; I grant ownership of any such images to Silver Key and specifically release any rights or claims to same. These images may be used for advertising, communication, social media postings, and/or commercial purposes. If you decline, you are responsible for letting the photographer/videographer know that you would not like your photo taken or be shown in the video **before** the image is taken.

I accept       I decline



## Volunteer Application and Release

### Release of Liability

I agree not to hold Silver Key Senior Services, Inc. liable in the case of injury or accident.

I accept       I decline

### Confidentiality Statements – *Your commitment to Silver Key and its clients*

We have a policy of strict confidentiality. Names, specific conditions, and/or other personal details are to be held in strict confidence. You may share the stories, the successes, and the warmth – but please leave out the personal details. This includes detailed information about clients, other volunteers, donors and staff.

### Agreement

I assert that the information provided above and on previous page(s) is accurate to the best of my knowledge and I agree with the terms stated herein.

**I understand that declining any of the above information needed may disqualify me from further consideration concerning the volunteer position for which I am applying for.**

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Typed or Printed Name of Applicant*

\_\_\_\_\_  
*Date*