

# EMPLOYMENT / VOLUNTEER APPLICATION

Name: (First & last) \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone w/area code: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Emergency Contact Name & Phone: \_\_\_\_\_

Personal Reference Name and Phone: \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently a client of or receiving any assistance from HELPING THE HOMELESS MINISTRIES (HTH) or other organization? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you smoke or chew tobacco or use drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, are you willing to not smoke or chew or use/possess or discuss drugs during employment/volunteering?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Do you consume alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, are you willing to not work/volunteer during times of consumption or discuss being inebriated during employment/volunteering? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of a felony or misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, you must provide details with Pastor Wendy or a board member in advance, confidentially)

Do you know Jesus as your Lord & Savior? Yes \_\_\_\_\_ No \_\_\_\_\_ I do not know what this means.

Please contact me to discuss. \_\_\_\_\_

Have you ever led anyone to the Lord? Yes \_\_\_\_\_ No \_\_\_\_\_ I do not know what this means.

Please contact me to discuss. \_\_\_\_\_

Are you interested in being trained to help lead/serve on prayer or evangelism teams at outreaches? Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_, please contact me with more information.

## WAIVER OF LIABILITY

1) I understand that employment/volunteering with HTH poses the risk of accident, injury, death, and property damage, and, therefore, employment/volunteers are required to follow the instructions of HTH leaders and board at all times.

2) I understand that employment/volunteers may be asked to carry heavy items, work in areas with low vertical clearance, operate vehicles, and perform other tasks that can be considered dangerous.

3) I understand that illegal use, distribution or discussion of controlled substances or alcohol use will not be tolerated. Any employment/volunteer possessing, using, distributing or discussing a controlled substance or alcohol will be to immediately leave the premises or outreach, and will be terminated as a employment/volunteer with HTH until mandatory counseling has concluded.

4) I have disclosed any pertinent information regarding any criminal background, and understand fully that HTH has a zero tolerance policy for drugs, alcohol, sexual criminal activity, and unprofessional talk while associated with HTH.

5) I agree that HTH may take photographs and/or of myself or my child and use these to promote HTH with no compensation due to me. I further agree NOT to take photographs or videos unless express is permission obtained by the Pastor.

6) I shall all indemnify, defend, and save HTH and its agents harmless from, any and all damages, losses, claims, including claims and actions relating to injury to or death of any person or damage to property, demands, suits, costs and court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from participation in HTH aforementioned activity, except in cases of gross negligence or intentional wrongdoing by HTH or its agents.

By signing this form, I agree to, and verify that I understand and accept the risks through employment/volunteering HTH, and agree to hold harmless from any/all liability HTH's BOARD OF OFFICERS AND DIRECTORS, AS WELL AS TEAM LEADERS.

If signing for any minors, parents are giving written consent for their children to participate, holding harmless Helping The Homeless Ministries Founders, CEO, Board Members and Team leaders from any fallabliity that may arise as stated in this agreement in entirety.

Name of Individual or Responsible Parent:

PRINT Adult First/Last Name \_\_\_\_\_

Typing your name here constitutes Adult Signature: \_\_\_\_\_

PRINT Minor's Name(s) \_\_\_\_\_

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

# CONFIDENTIALITY STATEMENT

I agree, while volunteering in any capacity with HTH, to uphold confidentiality when knowledge of and/or a client a threat towards self or others, at which time I agree to notify ministry's Pastor and/or Board member.

I understand HTH is a Christian Ministry, with reaching people for Jesus.

I agree to abide by the code of spiritual ethics while serving: no cursing, smoking, use illegal drugs or discussing/promoting drinking, public displays of affection, never to alone with someone of the opposite sex, always kind, honest and compassionate, never to discriminate against another's race/religion, social status or appearance, and agree to wear modest clothing while working with HTH.

I agree to notify Pastor Wendy Roundy or a board member immediately of any situation observed that may not be appropriate so that proper care/prayer and action may be taken. If unable to address in person, I agree to contact Pastor Wendy at 757-508-6389.

In the event of a life threatening emergency I understand to notify 911 before contacting Pastor Wendy. If you are emailing this form, it is understood your Electronic Signature will be accepted. Otherwise, please sign and return to 7040 George Washington Memorial Hwy, Gloucester, VA 23061.

If signing for any minors, parents are giving written consent for their children to participate, holding harmless Helping The Homeless Ministries, Founders, CEO, Board Members and Team leaders from any fallability that may arise as stated in this agreement in entirety.

Name of Individual or Responsible Parent:

(First/Last) \_\_\_\_\_

Minor's Name \_\_\_\_\_

Minor's Name \_\_\_\_\_

Minor's Name \_\_\_\_\_

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

## CONFLICT OF INTEREST POLICY

It is important for Helping The Homeless Thrift Store, a division of Helping The Homeless, Inc, their directors, officers, and staff both paid and non-paid, to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur. Even the appearance of conflict can be troublesome, even if there is in fact no conflict whatsoever.

Conflicts occur because many persons associated with the corporation should be expected to have, and do in fact generally have multiple interests and affiliations and various positions of responsibility) within the community. In these situations a person will sometimes owe identical duties of loyalty to two or more corporations.

The purpose of the conflict of interest policy is to protect the corporation's tax exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or might result in a possible excess benefit transaction. The policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Conflicts are undesirable because they potentially or eventually place the interests of others ahead of the corporation's obligations to its charitable purposes and to the public interest. Conflicts are also undesirable because they often reflect the actual facts or motivations of the parties. However, the long-range best interests of the corporation do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Each member of the board of directors and the staff/volunteers of the corporation has a duty of loyalty to the corporation. The duty of loyalty generally requires a director of staff member to prefer the interests of the corporation over the director's/staff's interest or the interest of others.

In addition, directors, and staff of the corporation shall avoid acts of self-dealing which may adversely affect the tax-exempt status of the corporation or cause there to arise any sanction or penalty by a governmental authority.

Typing your name here constitutes Volunteer/Employee Signature:

\_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member/Management Signature: \_\_\_\_\_

# THRIFT STORE POLICIES & PROCEDURES

Hours of Operation: Monday-Saturday -- 09:00 run to 7:00 pm

Helping The Homeless (HTH) Thrift Store operates as a non-profit organization that is part of the Helping the Homeless. Inc ministries. The income generated from the sale of goods donated to the Thrift Store is used to pay overhead, and to go towards the purchase and maintenance of our group home as well as towards Camp Restoration Center,

Helping the Homeless Thrift Store is operated 85% by non-paid volunteers working during the hours of operation, There will be a few compensated employees, those who have been serving with our general ministry (Helping the Homeless Inc) to help them move forward with their lives, or a few who have been struggling.

Staff (paid and non-paid volunteers) take donations of new or gently used clothing, furniture, like-new kitchen appliances, small tools, decor and small household items, sort, price and sell these items or re-donate them to another agency.

All volunteers working on sorting the donated items can purchase items sorted, but they have to be checked out at register by another volunteer and paid for on that day. We cannot hold a large selection of items for someone to purchase. They must be paid for on the day they are selected.

Volunteers are not permitted to purchase items for someone else who is not a volunteer, or who is not volunteering same day. No discounting of prices allowed, unless management approves. Standard pricing procedures must be followed, regardless of who wants to purchase.

When sorting items, volunteers should be very picky. Would you purchase it? Use it? Wear It? Discard any item that is soiled, tom. or damaged.

Donations will only be accepted on the regularly scheduled days and hours of operation. No drop offs in front of store are allowed, and only in rear of store by designated area of our warehouse, and only when staffed.

No items shall be bought from the sorting room by anyone other than volunteers who are working on the donations for that day. In order to purchase items before they are put on the floor for sale, you must be a volunteer that is helping sort and hang donated items.

All donations should be sorted on the day they arrive if you have enough volunteers to do this. Otherwise they should be placed in the area designated for donations in the sorting room.

After clothes are sorted, sized and priced, put the ones in-season on the floor for sale and put off-season clothes in totes and label them. Clothes must be tagged with a size/price tag before being put out for sale.

Our POS management system has a cloud based scheduling program for which volunteers will be given website access. You will be able to sign in, and self-schedule when you are able to serve. At the store, you will be responsible for signing yourself in and out.

A person will be assigned by management to be responsible for notifying the Treasurer of each day's receipts, as they will be making the bank deposit in a timely manner. Monies in cash drawer will need to cash out correctly, then locked inside safe in office.

No major decisions are to be made without the consent of the Board of Directors.

Registered sex offender and criminal background checks will be done on all volunteers and employees ages 18 & over, without exception. No one with a history of pedophilia, sex or violent crimes, embezzlement, or robbery will be permitted to volunteer or work in the store.

Helping The Homeless Thrift Store, a division of Helping The Homeless, Inc., is a faith based nonprofit ministry. We will lift high the Name of Jesus. God is the CEO of this ministry. We will play Christian music only. We will pray. We will promote the gospel of Christ.

We have a basic but faith-based moral code of ethics:

- No obscene language or cursing; No crude talk or jokes
- Never use the Lords' name in vain or trivially
- Be respectful. Be kind.
- Dress modestly -no revealing tops, short shorts, or tight pants
- Treat others the way you would want to be treated - customers and co-workers
- No smoking inside or on store grounds, inside or outside (if you are a smoker, please take care of that before or after you volunteer, or on your break-off premise)
- No alcohol or drug use while volunteering during your shift.
- Keep all discussions rated "G"
- No discussing politics or any divisive topics while volunteering.
- Absolutely NO sexual harassment of any kind-it will NOT be tolerated, and will be prosecuted.
- We want the atmosphere to be pleasant, God honoring, stress free.
- Zero discrimination permitted-respect ALL people regardless of religion, race, gender identity
- Zero harassment. Live and act in peace with everyone.

As a precaution, we have a standing rule that NEVER shall any man or woman be alone in same room together with a closed door, unless married or related by family. There must always be a third person in the room.

In the event of minors, NEVER, EVER be alone with them, unless you are their parent or family member. Doors are always to be kept open, unless there is a meeting with management, but even then, there will ALWAYS be a third person present.

If signing online, typing your name here constitutes Volunteer/Employee Signature:

\_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member/Management Signature: \_\_\_\_\_

## AVAILABILITY

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Opportunities I am interested in:

Cashier

Clothing Labeler / Sorter / Pricing Coordinator

Floor Sales Person

Floor stocker

### DAYS OF AVAILABILITY

Monday Times:

Tuesday Times:

Wednesday Times:

Thursday Times:

Friday Times:

Saturday Times:

### **Finished with the application?**

**To Email:** Click the “Print” icon and save this application as a PDF file. Attach the PDF file in an email to: [wendy@helpingthehomelessministries.org](mailto:wendy@helpingthehomelessministries.org).

**To Print:** Click the “Print” icon and select your local printer. You may mail or deliver the completed application to: Helping the Homeless Ministries, 7040 Geo. Washington Mem Hwy, Gloucester, Va 23061.