



**PARTNERS IN DEVELOPMENT**  
FOUNDATION

**VOLUNTEER/INTERN/TRAINEE APPLICATION & REGISTRATION FORM**

\_\_\_\_\_ Birthdate: \_\_\_\_\_  
Last Name First Name M.I.

Social Security #: \_\_\_\_\_ Tel. (Home): \_\_\_\_\_ Work: \_\_\_\_\_

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

Street City Zip Code

E-mail Address: \_\_\_\_\_

Name of School # of Years Completed Did You Graduate? Major/Degree

High School \_\_\_\_\_

Technical School, College, or University \_\_\_\_\_

Graduate Work \_\_\_\_\_

List most recent employment and/or volunteer experience:

Employer/Agency: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position/Duties: \_\_\_\_\_

Other Work Experience: \_\_\_\_\_

Other Volunteer Experience: \_\_\_\_\_

List two references (whom you have known for at least a year and are not related to):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Have you ever had experience working with young children ages birth-5 yrs? \_\_\_\_\_

Have you ever had experience working with elderly people? \_\_\_\_\_

Have you ever been convicted of any violation of the law (felony and/or misdemeanor) other than minor traffic violations? Yes/No. If yes, please explain. \_\_\_\_\_

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Person to contact in case of emergency: \_\_\_\_\_

Relationship: \_\_\_\_\_ Tel. Home: \_\_\_\_\_ Work: \_\_\_\_\_

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Type of Volunteer Work Desired: \_\_\_\_\_

Name of PIDF Program: \_\_\_\_\_

Available dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_

Time of the Day: \_\_\_\_\_

Weekend: Saturday Sunday Time: \_\_\_\_\_

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I want to serve as a volunteer with Partners in Development Foundation. This information provided above is correct to the best of my knowledge. I hereby give permission to Partners in Development Foundation to contact my past and present employers, volunteer agencies, references, and to conduct any necessary background checks.

Applicant's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*If volunteer is younger than 18, a parent needs to sign.



# **Volunteer/Intern/Trainee**

## **Acknowledgment Form for Rules of Conduct**

To ensure orderly operations and provide the best possible work environment, PIDF expects Volunteers/Interns/Trainees to follow rules of conduct that protect the interests and safety for all and the organization.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination:

- Theft or inappropriate removal or possession of property;
- Falsification or dishonesty in completing any reports or records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage or loss of employer-owned, customer-owned or employee-owned property;
- Insubordination or other disrespectful conduct, including interference with other employees' duties;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;

- Excessive absenteeism or any absence without notice;
- Unauthorized absence from work station during the workday;
- Unauthorized use of telephones, mail system, or other employer-owned equipment;
- Failure to report fraud, waste and abuse, accidents, loss, breakage, or damage to the property of PIDF, co-employees, or others;
- Unauthorized disclosure of business “*secrets*” or confidential information; and
- Violation of personnel policies

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Signature of Volunteer/Intern/Trainee

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Date



## **Volunteer/Intern/Trainee**

### **Acknowledgment Form for Health & Safety Guidelines**

Safe working conditions are required by law and must be maintained at all times. It is your responsibility to practice safety on the job. Injury to an individual means a loss to both the individual and PIDF. To assist in providing a safe and healthful work environment for all and the general public, PIDF has established a workplace safety program. This program is a top priority for PIDF. The facilities manager has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of everyone.

PIDF provides information to all about workplace safety and health issues through regular internal communications channels such as staff meetings, bulletin board postings, memos, and other written communications. All receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from all involved parties. We encourage you to raise your ideas, concerns, or suggestions for improved safety in the workplace with your supervisor, with another supervisor or manager, or bring them to the attention of the facilities manager. Reports and concerns about workplace safety issues may be made anonymously, if you wish. All reports may be made without fear of reprisal.

Everyone is expected to obey safety rules and to exercise caution in all work activities. Everyone must immediately report any unsafe condition to the appropriate supervisor. Anyone who violates safety standards, who cause hazardous or dangerous situations, or who fail to report or, if appropriate, remedy such situations, may be subject to disciplinary action, including and up to termination of employment. The following rules apply to all and are minimum requirements for safety and health.

- Be careful! Report all unsafe conditions to your supervisor immediately. If you are in doubt as to whether something is safe, ask your supervisor.
- Horseplay and practical jokes on the job are prohibited.
- Safety is largely a matter of good housekeeping. Keep all walking areas clear and dry. Do not overload electrical sockets. Always turn off electrical power to equipment that is not required to be on before leaving for the day.

- Report every injury or illness, however slight, to your supervisor immediately. Your supervisor will obtain first aid or get medical assistance. First aid kits are located in all PIDF facilities — find out where they are located in your area.
- If medical attention is necessary, keep calm and do not attempt to move the injured person unless absolutely necessary. Know who your qualified first aid/CPR employees are and call them in an emergency. Call 911 for an ambulance and then render first aid if you are qualified to do so.
- Do not attempt to remove any foreign bodies from any person. Refer them to a doctor immediately.
- If a fire occurs, immediately call 911 for the Fire Department and then fight the fire. Do not risk injury. Never stack material so that it blocks exit doors, exit ways or fire-fighting equipment. Know where fire-fighting equipment is located and how to use it. Practice fire prevention by keeping your work area clean, obeying all *No Smoking* signs, and not storing flammables in work areas.
- When lifting heavy objects, lift with your legs or, better yet, ask for help.
- Take proper precautions when working in or around ponds and tanks as the presence of water and moisture can contribute to unstable footing.

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Signature of Volunteer/Intern/Trainee

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Date



## Volunteer/Intern/Trainee Waiver, Hold Harmless and Indemnity Agreement

I, \_\_\_\_\_, offer to serve as a volunteer/  
intern/trainee at the Partners in Development Foundation (PIDF), a not-for-profit public  
foundation. In consideration of PIDF's acceptance of me as a volunteer/intern/trainee and in  
acknowledgement of the educational and practical benefits to be received by me as a  
volunteer/intern/trainee, I understand and agree to the following:

- I will follow the supervision and direction of the PIDF employee(s) to whom I am assigned to perform my volunteer/intern/trainee services.
- I have thoroughly read and understand the rules of conduct and list of safety considerations and will comply with instruction given on general safety. I agree to comply with the standards of conduct that all employees are expected to follow.
- I understand that as a volunteer/intern/trainee, I am not an employee of PIDF and that my involvement may not lead to employment status, and that I will not receive compensation or benefits for any and all services and time performed related to my assignment at PIDF. I understand that as a volunteer/intern/trainee, PIDF will not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expenses incurred by me.
- I fully understand and agree to assume all risks of injury or death to me or damage to my personal property associated with my participation in PIDF's programs.
- I, on behalf of myself, my heirs and my representatives will defend, indemnify, keep and hold harmless PIDF, its officers, employees, agents, and other volunteer/intern/ trainees, from all damages, judgments, expenses (including reasonable attorney fees) costs or liabilities in law or equity suffered because of the injury to or the death of any person or persons, or because of damage to property that may arise out of, or as a consequence of, my negligent or intentional acts while participating in PIDF's programs.
- I understand and agree with PIDF's policy that all patents, copyrights and tangible property developed by employees and others, including visitors such as volunteers and interns and participating in PIDF programs or using PIDF funds or facilities, are owned by PIDF.
- I agree not to disclose proprietary information that I may access while on PIDF premises.
- I understand that PIDF has the right to release me as a volunteer/intern/trainee at any time and without prior notice or reason. I understand that I may terminate my services at any time without prior notice or reason.

\_\_\_\_\_  
Signature of Volunteer/Intern/Trainee

\_\_\_\_\_  
Date

\_\_\_\_\_  
If Applicable, Signature of Parent or Guardian of Minor

\_\_\_\_\_  
Date



**RELEASE FORM FOR  
EMAIL AND TEXT MESSAGES, PHOTOGRAPHS, AND VIDEO AND VOICE RECORDINGS**

I, \_\_\_\_\_,  
Print Name

authorize Partners in Development Foundation (PIDF), or its designated representatives to photograph, record, film, and videotape me.

I further authorize PIDF to use, televise, and publish (in print or on the Internet, including Facebook or other social media) quotes from email and text messages, voice and video recordings, and photographs for any purpose which PIDF deems suitable and which is consistent with the mission of PIDF. I agree that no representations or warranties have been made regarding the purpose or use of my email or text messages, voice or video recordings or photographs, except for those set forth in this release.

On behalf of myself, my heirs, executors, administrators, legal representatives, and assigns, I release and forever discharge PIDF and its Board of Directors, officers, agents, and employees from any and every claim, demand, action, in law or equity that may arise as a result of PIDF's use or publication (through print, internet, or television) of its photograph, recording, film, or videotape of me.

I further state that I have carefully read the terms of this release. I understand that I am signing a complete release and bar to any claim resulting from PIDF's use or publication of email or text messages, photographs, or voice or video recordings, and other forms of media described herein of me.

I agree to all of the above.

I disagree, and do not authorize PIDF to photograph, videotape or record me for any of its purposes.

\_\_\_\_\_  
Signature of Participant or Employee

\_\_\_\_\_  
Signature of authorized person if  
Participant is a minor or otherwise  
unable to sign on his/her own behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date