



APPLICATION TO VOLUNTEER AT FISH COMMUNITY FOOD BANK

Thank you for your interest in volunteering at FISH! We have many volunteer opportunities available. There are four steps to the application process.

1. **Fill out this whole packet**
2. **Attend a Volunteer Intake** – please bring all your paperwork with you.
Come Tuesday at 11:00 am or Thursday at 2:00 pm.
3. **Clear a Background Check**
4. **Attend Orientation.** Come Mondays at 12:00 – 1:00 pm

Once all of these steps have been completed, then we will work with you to see what shifts and positions might work best. Our goal is to find the best match for everyone.

Here is a list of the different serving opportunities that we offer:

- **Front Desk:** Answering phones, assisting with questions, assisting with water and coffee, general clerical work
- **Grocery Distribution Intake:** checking IDs and checking clients into the computer, help organize and administer grocery distribution
- **Grocery Distribution Guide:** helping clients through the pantry to get their food.
- **Kitchen Assistants:** preparing, serving and cleaning up the meals for the Open Table program meals and the Senior Nutrition Program meals.
- **Warehouse Assistants:** sorting and stocking food, organizing inventory, cleaning the warehouse and food pantry, receiving donations
- **Projects & Events:** If you have specialized experience helping with large scale events, social media, photography or data management types of the projects, please let us know. There are occasional large events which help is needed.

Please note that volunteers are required to follow safety rules, have good hygiene and dress in a manner appropriate for their role. Closed toed shoes are required in the Distribution Pantry, Warehouse and Kitchen. Kitchen volunteers will need their WA State Food Handler's card, which FISH will pay for if it is done here.

Basic Information

Today's Date: _____

First & Last Name _____

Email: _____

Phone Number: _____

Address: _____

What would you like to help with? (Please see descriptions on the previous page)

- Front Desk
- Grocery Distribution Intake
- Grocery Distribution Guide
- Kitchen Assistant
- Warehouse Assistant
- Projects & Events

Please list any physical limitations that may affect the jobs you feel you can do:

We are open:

Mondays and Tuesday 8:30 – 5

Wednesday and Thursday 8:30 – 4 (volunteer opportunities until 5 in the warehouse on Thur.)

Fridays 8 – 1

Please indicate times and days you are available to volunteer:

Is this volunteer time for Community service? _____ How many hours? _____ By When? _____

Interview Questions

In order to know you better and find the best fit for you here at FISH we request you fill out the following questions. Thank you.

1. Tell me about yourself. (hobbies, interest, past/present career etc.) What brings you the most joy?
2. Do you have specific knowledge, skills or talents you would like to contribute? Is there anything you don't want to do? Do you prefer working alone or with a group?
3. Explain a time when you had to work as a member of a team. What role did you take on and what kind of member were you? Were there any challenges and if so, how did you handle them?
4. What makes you feel appreciated in the workplace and when you volunteer? What drives you crazy?
5. We hope our volunteers get as much as they give. Is there anything particular you'd like to gain from a volunteer experience here?

Confidential

FISH Community Food Bank Applicant Disclosure Statement

Pursuant to the requirements of RCW 43.43.834, FISH Community Food Bank (FISH) must ask you to complete the following Applicant Disclosure Statement. This information will be kept confidential. Please answer fully and accurately. FISH will confirm your answers to these questions by running a Washington State Patrol Request for Criminal History. You will be notified of the State Patrol's response within 10- days after we receive the report. We will make a copy of the report available to you upon your request.

1. Have you ever been convicted of a crime? _____
If yes, please identify the offense(s), provide the date(s) of the convictions(s), the name of the court (e.g. Kittitas County Superior Court) and the sentence(s) imposed.

2. Have you ever had finding made against you for domestic violence, abuse, sexual abuse, neglect, financial exploitation of a child or a vulnerable adult in any civil adjudicative proceedings? Civil adjudicative proceedings include judicial or administrative proceedings as well as findings by DSHS or the Department of Health that you have not administratively challenged or appealed.
_____ If yes, please identify the specific finding(s), which court or agency made the finding(s), the date(s) of the finding(s) and the penalty(ies) imposed. _____

I declare under the penalty of perjury of the laws of the State of Washington that the foregoing is true and correct. I understand that if I becomes a volunteer, I can be discharged for any misrepresentation or omission in the above statement. I also understand that a satisfactory result of the background check is a condition of my volunteering at FISH. I have signed this Disclosure Statement on the date below at Ellensburg, Washington,

Signature: _____ Today's Date _____

Printed Name: _____

Confidential

FISH Community Food Bank Background Check Authorization

Print Name: _____
(first) (middle initial) (last)

Former Name(s): _____

Previous Address: _____

Dates at Previous Address: _____

Date of Birth _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize FISH Community Food Bank (FISH) and its designated agents and representatives to conduct a comprehensive review of my background. I understand a consumer report and/or investigative consumer report will be generated. I understand that the scope of the reports may include, but is not limited to the following areas: current and previous residences: employment history, education background, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state and country jurisdictions, driving records and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me to FISH or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation or public agency may have, to include information or data received from other sources.

I hereby release FISH, its agents, officials, representative or assigned agencies, including officer, employees or related personnel both individually and collectively from any and all liability for damages of whatever kind, which may, at any time, result to me, my heir, family or associates because of compliance with this authorization and request to release.

Signature: _____ Today's Date _____

Printed Name: _____