

Temporary Emergency Services, Inc.

Volunteer/Community Service Worker Application

All persons volunteering or performing community service must complete the information below.

Please check status:

Regular Volunteer: _____ Community Service Worker: _____

Specific Volunteer: _____

Date: _____

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers:

Home: _____ Work: _____ Cell: _____

Agency/School/Court System for which you are completing hours:

Contact Person: _____ Phone: _____

Note: If you are working community service hours for a court system in Tuscaloosa County, you are required to complete all hours assigned. There are no alternate options. If you are performing community service hours for a court system or entity

located outside of Tuscaloosa County, you must submit a letter or form that states the requirements for said work.

Number of hours you are required to work: _____.

As an estimate, how often do you plan to work at TES?
(Hours per week, etc.) _____

Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						

Health problems TES needs to be aware of:

In the event of a medical emergency, list the following people and emergency medical personnel who should be contacted:

Agency/Program Name: _____

Phone: _____

Contact Person: _____ Title: _____

Close Friend/Relative Contact: _____

Phone: _____

Physician: _____ Phone: _____

Please note that Temporary Emergency Services, Inc.'s health insurance and Worker's Compensation coverage do not apply to volunteers and community service workers. Also, TES does not assume responsibility for a volunteer's or community service worker's personal effects.

Temporary Emergency Services, Inc.

Volunteer/ Community Service Worker Job Agreement

I _____ hereby agree to adhere to all the guidelines and procedures that have been set forth by Temporary Emergency Services, Inc. (TES) in its Volunteer/Community Service Worker Manual. Said manual has been developed for information purposes and provides a description in general terms of the policies of TES and my responsibilities as a Volunteer or Community Service Worker at TES.

I understand that my relationship with TES as a Volunteer or Community Service Worker is at will. This manual and the policies contained therein are guidelines and procedures only and are not to be construed as employment by TES.

Failure to abide by these rules may result in immediate termination. These rules and regulations may be amended at any time by the Executive Director.

Signature

Date

TES Representative's Signature

Date

Temporary Emergency Services, Inc.

CONFIDENTIALTY AGREEMENT

The nature of services provided by Temporary Emergency Services, Inc. (TES) requires that all information be dealt with in a private and confidential manner.

Information about our agency, clients, employees, volunteers, community service workers and Board of Directors' members will only be released to people or agencies outside of TES with our agency's written consent. Complying with legal or regulatory guidelines is the only exception to this policy.

All client files, reports, memoranda, notes and other documents are a part of TES's confidential records and may not be copied, taken out of the TES building or disclosed to any other person or organization.

The names, addresses, phones numbers and salaries of our employees will only be released to people authorized by the nature of their duties to receive such information and only with the consent of management or the employees.

The undersigned agrees to abide by this confidentiality agreement.

Signature

Date

TES Representative's Signature

Date

TEMPORARY EMERGENCY SERVICES, INC.

SAFETY PRECAUTIONS AND PROTECTION POLICY

TES considers the safety of its volunteers and community service workers (CSWs) to be of the utmost importance. It is the policy of the agency to comply with all applicable federal, state and local health and safety regulations and to provide a work environment as free as practical from recognized hazards. Volunteers and CSWs are expected to comply with all such safety and health requirements.

Volunteers and CSWs must be safety-conscious and comply with all policies governing conduct at TES. All volunteers and CSWs are required to immediately report any actual or suspected unsafe or hazardous conditions, behavior, etc. All accidents involving personal injury must be reported immediately to Ms. Morgan, TES Case Manager/Supervisor or Ms. Thompson, TES Executive Director.

When working with donations or cleaning products, please wear disposable gloves, which are provided by TES. This requirement is for your own safety. TES will not assume responsibility if you choose to not wear the gloves.

Due to security and workplace safety concerns, TES limits access of the public to certain areas of the building. During the time that you work at TES, the following procedures may or may not apply to you:

TES clients must use the client entrance. If a client enters the building from the employee entrance, escort him/her to the client lobby. Also, clients may use the public restroom. Please escort a client to the restroom and back to the lobby. For safety and other concerns, clients must not have access to other parts of the building.

Following are some common sense rules.

- Walk around or step carefully through recently mopped areas. If you are mopping, first put down the yellow hazard stands.

- Don't leave items (clothes hangers, etc.) in travel paths where they could be tripped on. If someone else does so, please pick them up and put them in their proper places.
- Don't attempt to repair anything! Report any problems or safety concerns to Ms. Thompson or Ms. Morgan. If neither is available, report such to Xavier Martin, TES Maintenance Manager.