



# CONFIDENTIAL

## COMMUNITY SERVICE WORKER PERSONAL INFORMATION

All the information gathered is for Care and Share Food Bank records only and will be kept in strictest confidence.

### **NAME**

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

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

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

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

### **WHAT SERVICE ARE YOU GOING THROUGH?**

Front Range \_\_\_ Municipal \_\_\_ Juvenile Court \_\_\_ Other (Please fill in) \_\_\_\_\_

### **EMERGENCY CONTACT INFORMATION**

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

Relationship to Volunteer: \_\_\_\_\_

#### Emergency Contact Phone Numbers

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

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

Please write your LAST name, then your FIRST name above this line

The information you provide is private and confidential and will not be transferred, sold or given to any other agency or person, unless they are member of the law enforcement or courts community.

**Safety Policies:**

- All shoes must be closed-toe with no open backs
- All shirts must have sleeves (no muscle shirts)
- No overly loose pants are allowed
- No headphones (or Bluetooth devices) are allowed in the volunteer areas or the warehouse
- Please leave your valuables at home, or in the trunk of your vehicle
- If you smell like alcohol or marijuana, you will be asked to leave
- Horseplay is prohibited
  - No standing on pallet jacks
- Only designated Care and Share employees are allowed to ride or operate forklift equipment
- Personal food or drinks are allowed only in the breakroom
- Dress in warm layers during fall/winter months
- Only clear water bottles in warehouse

**Other Policies:**

- If Sorting and Packing Coordinators are not available to check in with, check in with Distribution Center Manager
- Signing in and out is your responsibility, otherwise we can't keep track of your time
- You are allowed one 10-minute break for every 2 hours you work. Your time will not be adjusted if you do not take this break
- You must fill out and sign all cleaning sheets you complete
- We are not allowed to give you a copy of paperwork; that can only be given to you by Front Range
- If you are going to have an extended absence, please call sorting and Packing Coordinators and let them know at **719-434-4687**
- If you have no activity on your account for 60 days and have not notified a Sorting and Packing Coordinator of an extended absence, you will have to start the program over, beginning with orientation
- Emergency Weather Line: **719-434-3419**

**I have read and understand Care and Share's policies. I understand that if I do not follow these policies, Care and Share retains the right to discontinue my service.**

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

Signature: \_\_\_\_\_

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