



## Volunteer Application and Agreement Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Name of Parent or Guardian if under 18 years of age: \_\_\_\_\_

\*If volunteer is under 18 years of age, the parent or guardian must also complete a volunteer application and agreement form.

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

Tele:(H); \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

\_\_\_\_\_

EMAIL: \_\_\_\_\_

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

Emergency

Contact: \_\_\_\_\_

(Name)

(Tele.No.; Indicate Home, Work or Cell)

(Relationship)

Have you ever been convicted of a crime? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

Are you volunteering at the ReStore to fulfill community service requirements? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

Company or Volunteer Group Name: \_\_\_\_\_

If you are a mentor, please list your supervisor's name: \_\_\_\_\_

How did you hear about the opportunity to volunteer at the ReStore? \_\_\_\_\_

Do you have any friends/family members who are employed or volunteer here? \_\_\_\_ Yes \_\_\_\_ No

Do you have any special skills that might help you as a volunteer? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When are you available to volunteer (specify hours of availability)?

Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Types of volunteer work you think you'd be most comfortable with:

\_\_\_ Sales Floor/Customer Assistance     \_\_\_ Receiving/Unloading Donations

\_\_\_ Merchandise Preparation             \_\_\_ Cleaning/Organizing

## Southeast New Hampshire Habitat for Humanity ReStore Volunteer Agreement

Welcome to the Newington ReStore and thank you for volunteering! We could not survive without the help of our volunteers and we value all of you immensely. We all need to remember that this is a retail store with customers around all of the time and that we are affiliated with a Christian-based organization, Habitat for Humanity.

Manager – Sophie 603-750-3200 [manager@nhrestore.org](mailto:manager@nhrestore.org)

Store hours – Tuesday through Saturday 9am-5pm.

Schedule your hours at least on day in advance and we will put you on the calendar if we need the help for that day. Please do not come into the ReStore unannounced.

If you will not make your scheduled hours, contact the store as soon as possible and at least one day before if possible. **One No-Show, No-Call and we will not schedule you for any more hours. No exceptions. Only one same day cancellation is excused. After that, we will not schedule you for any more hours. No Exceptions.**

\_\_\_\_\_ (INITIAL).

Please park in the rear spaces, leaving the closer spaces for customers.

Dress appropriately. No dirty or torn clothing, nothing improper printed on shirts, including and not limited to alcohol and tobacco, no chains, no tank tops/athletic shirts. Pants must be pulled up to the waist. No knitted hats or hoods on your head inside the store. Baseball caps must be facing front and straight. Cover tattoos as much as you can. Excessive piercings are not permitted (manager's discretion). Dress as if you were working at Home Depot or Lowes.

Any indication of impairment or smell of alcohol or marijuana and you will be told to leave and not to return.

Proper footwear required, no open-toe shoes, work boots recommended.

Do not smoke anywhere in the building or near the front entrance or the Donation Center side of the building.

No profanity anywhere in the store.

Do not solicit customers for contracting work.

Please do not linger at the front counter or go behind it. If you do not have a specific task that you are working on, walk the store and look for things to clean or places to sweep, put merchandise back into its proper place, straighten out the shelves and displays, doors, windows, lumber racks, etc. When in doubt, please consult with a ReStore staff member or an experienced volunteer for direction.

Signature indicates that you have read and understand all of the items above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Date



# Cell Phone Use At The ReStore

Volunteers are not to use their cell phones on the floor or in the receiving area of the ReStore. This includes making calls, receiving calls, texting and listening to music. Cell phones may be used only during breaks/lunch in the break room. If management finds you using your cell phone, the following disciplinary action will be taken:

1. First time – you will be asked to refrain from using your cell phone.
2. Second time – you will be asked to turn your cell phone into the front desk and it will be returned to you at the end of your shift.
3. Third time – you will be asked to leave the ReStore and will not be eligible for further volunteer work.

We understand that there may be times when you are expecting an important call or there may be an emergency. If this happens, please inform a ReStore employee and excuse yourself to the break room.

I have read and understand the above policy in regard to cell phone use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian if volunteer is under 18

\_\_\_\_\_  
Date