



# **VOLUNTEER APPLICATION CHECKLIST**

**Step 1: Submit the following to Emmaus House Business Office located at 829 San Benito Street, Suite 300, Hollister, California:**

- Completed and signed *Volunteer Application Form*
- Completed and signed *Volunteer Pledge and Oath of Confidentiality Form*

**Step 2: Complete the following with San Benito County Office of Education:**

- Call Sandra Silva at (831) 637-5393, ext. 111 to schedule an appointment for fingerprinting Monday to Friday 8:30 a.m. to 11:30 noon and 1:30 p.m. to 4:30 p.m. The office is located at 460 Fifth St. in Hollister (next to San Benito Free Library)
- Submit the following at your scheduled appointment:
  1. Pre-printed *Request for Live Scan Service* form (included in folder)
  2. Picture identification (U.S. passport, ID or driver's license)
  3. Processing fee of \$15 payable in cash only  
Personal checks are not accepted. Company checks are accepted, made payable to San Benito Office of Education.
- The fingerprinting process takes approximately 20 minutes. When finished, please return the completed *Request for Live Scan Service* form to Emmaus House.

Results are sent directly to Emmaus House. If cleared, you will continue to Step 3.

**Step 3: Finally, the following is mandatory before you may begin volunteering:**

- Interview: You will be contacted by Emmaus House to schedule an individual interview with the Shelter Manager. Interviews last approximately 15-30 minutes.
- Orientation: Following the initial interview, you will be invited to attend a group Volunteers' Orientation Session held the first Saturday of every month from 10:00 a.m. to 11:30 a.m. You will be provided with more details of this session.

**For more information, please contact:**

Jennifer Irvin: 831-207-073