

**Office Use Only**

Contact Date: \_\_\_\_\_ Completed Policies/Confidentiality Form:  Completed Background Check:



**Grace Center**  
For Adult Day Services

980 NW Spruce Avenue  
Corvallis, OR 97330  
Tel. 541-754-8417  
Fax. 541-757-3571  
gracecenter-covallis.org

# Internship Application

All Interns are required to complete an Internship Application & Intern Policies/Confidentiality Agreement. The information listed below will be used to submit a background check; make sure to be thorough and accurate. When returning the application, please bring a government-issued photo ID.

Last Name :  First Name :  Middle Name :

Date of Birth :  Gender : (check one)  Male  Female  Unknown/Not Specified  Other  Both

Social Security Number : (Optional)  Prior Names and aliases :

Residential Address:  City :  State:  Zip:

Mailing Address: (if different)  City :  State:  Zip:

Phone Number:  Phone type: (home, mobile etc.)  2nd Phone Number:  Phone type: (home, mobile etc.)

Email Address:

During the last 5 years, have you been outside of Oregon for 60 days in a row or more? :  Yes  No

If yes, please list: city, state/country and years

City : (example: Seattle or Toronto)  State or Country : (example: Washington or Canada)  Years : (example: 2018-2019)

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How did you hear about Grace Center? :

Education/Training : (example: CPR, First Aide, etc.)  Are you a student? Where? Major?:

What term are you applying for? :  How many hours are required for your program? :  Hours per week? :

Please list available days and times to intern :

When do you need a secure a site by? :

Do you have any disabilities that need to be accommodated? If so, please explain :

## Internship Application

### Intern Interests

Check all that apply :

- |   |   |
|---|---|
| <input type="checkbox"/> Front Desk Greeter (AM position) | <input type="checkbox"/> One-on-one companionship |
| <input type="checkbox"/> Informational Presentations      | <input type="checkbox"/> Games & Discussions      |
| <input type="checkbox"/> Arts & Crafts                    | <input type="checkbox"/> Music/Performing         |
| <input type="checkbox"/> Sewing, knitting and crocheting  | <input type="checkbox"/> Handyperson              |
| <input type="checkbox"/> Woodworking                      | <input type="checkbox"/> Weaving/Spinning         |
| <input type="checkbox"/> Exercise Activities              | <input type="checkbox"/> Gardening                |
| <input type="checkbox"/> Marketing                        | <input type="checkbox"/> Grant writing            |
| <input type="checkbox"/> Clerical/Computer                | <input type="checkbox"/> Fundraising Events       |

Please list any other special interests :

## Internship Application

### Internship Policies/Confidentiality Agreement

*It is the philosophy of Grace Center that our volunteers are critical to its mission of providing the highest level of care to its clients and seek to make your internship both gratifying and personally rewarding.*

As an Intern, I hereby understand and agree to the following :

- It is the policy of Grace Center to provide volunteer opportunities to all qualified persons without regard to race, creed, disability, color, religion, sexual orientation, national origin, age, gender, veteran status or another protected status in accordance with applicable law. All interns are expected to act responsibly to establish a pleasant environment free of discrimination.
- Interns are expected to respect the privacy of participants and hold in confidence all information obtained in the course of volunteer service in accordance with current HIPPA (Health Insurance Portability and Accounting Act) regulations, whether information is obtained through staff consultation, written records, or interaction with the person, family and/or friends.
- Interns are expected to accept responsibility for their own conduct.
- Interns are expected to comply with all safety and confidentiality rules, laws, and regulations applicable to Grace Center.
- Interns should NOT stand on ladders or move heavy objects without assistance.
- Interns should not walk or transfer participants who need hands-on assistance; at NO time is an intern to assist a participant in the restroom. If unsure about a participant or situation, ask a staff member.
- Interns shall possess a professional attitude that upholds confidentiality and respect toward the people we serve, colleagues, applicants, and any sensitive situation arising within the facility.
- Interns must inform the Outreach Coordinator immediately if they have witnessed anyone being disrespectful to participants. Certain conduct such as theft, fighting, falsification of records, threats of violence, harassing and intimidating others, and failure to cooperate with others is unacceptable at any time.
- Interns may NOT engage in solicitation or distribution of literature at Grace Center.
- Interns may NOT accept financial reimbursement or gifts from clients or their families/friends.
- Interns must NOT smoke on the premises of Grace Center, nor use drugs or alcohol.
- Interns are expected to report for duties unimpaired and in condition to perform their duties safely and efficiently.
- Interns will notify the Outreach Coordinator of any performance-related side effects of any medically-authorized substances prior to beginning volunteer duties. Grace Center prohibits unlawful verbal, physical, or visual harassment of a sexual, racial, ethnic, age, religious or disability-related nature. If a volunteer believes him/herself to be the subject of harassment, he/she is encouraged to bring the incident to the immediate attention of the Outreach Coordinator.
- Interns must silence their cell phones and limit their use while volunteering.
- Interns who acquire communicable diseases such as the cold, flu, measles, or meningitis must notify the Outreach Coordinator.
- Interns must notify Grace Center and their site supervisor if unable to make a scheduled internship time.

I acknowledge and agree that I have carefully read this Agreement, that I fully understand the same, and that I freely and voluntarily execute the same. I also acknowledge and agree that any violation of this Policies and Confidentiality Agreement is a serious breach of my responsibilities and will result in termination of internship.

Signature of Intern :

Date :

Emergency contact :

Phone Number :

Please complete the entire application and return it to Grace Center for Adult Day Services via email or in person.