

# Volunteer Application



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This form may be completed "online". The use the print button to print to your local printer. Remember after printing to fill out the bottom of the last page.

**ANSWER ALL QUESTIONS. INCOMPLETE APPLICATIONS WILL BE REJECTED**

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

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

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

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

SS Number: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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

18 or older?  Yes  No If No, Date of Birth?

Did any employer, school or reference know you by another name?  Yes  No

If Yes, indicate other name: \_\_\_\_\_

Positions Volunteering for: \_\_\_\_\_

When available to begin volunteering? \_\_\_\_\_

**Hours Available to Volunteer**

Mon \_\_\_\_\_  
Tues \_\_\_\_\_  
Wed \_\_\_\_\_  
Thurs \_\_\_\_\_  
Fri \_\_\_\_\_  
Sat \_\_\_\_\_  
Sun \_\_\_\_\_

**Education**

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Have you ever been convicted of a crime:  yes  no

If yes, please explain

Do you have a drivers license?  yes  no

State of issue: \_\_\_\_\_

Have you had any accidents in the past 3 years?  yes  no

How many? \_\_\_\_\_

Do you had any moving violations in the past 3 years?  yes  no

How many? \_\_\_\_\_

Continue on the next page

## Previous Employment (list up to 3)

1.

Name of Employer: \_\_\_\_\_

Name of last supervisor: \_\_\_\_\_

Dates of employment:

From: \_\_\_\_\_

To: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Last job title: \_\_\_\_\_

Reason for Leaving (be specific):  
\_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:  
\_\_\_\_\_

May we contact your employer:     yes     no

2.

Name of Employer: \_\_\_\_\_

Name of last supervisor: \_\_\_\_\_

Dates of employment:

From: \_\_\_\_\_

To: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Last job title: \_\_\_\_\_

Reason for Leaving (be specific):  
\_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:  
\_\_\_\_\_

May we contact your employer:     yes     no

### 3.

Name of Employer: \_\_\_\_\_

Name of last supervisor: \_\_\_\_\_

Dates of employment:  
From: \_\_\_\_\_ To: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Last job title: \_\_\_\_\_

Reason for Leaving (be specific):  
\_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

\_\_\_\_\_

May we contact your employer:  yes  no

Skills: \_\_\_\_\_

Typing: \_\_\_\_\_

Computer:  PC  Mac  Both

Applications (list all that apply): \_\_\_\_\_

Other Skills:  
\_\_\_\_\_

### Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

\_\_\_\_\_

# AGREEMENT

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IN THE SPACE PROVIDED:

I hereby certify that I have read and fully completed this application and that the facts set forth in this volunteer application (and accompanying resume, if any) are true and correct to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or omission of information during the volunteer application process may disqualify me from further consideration for volunteering and, if volunteering, will subject me to discontinuing volunteering. I further certify that I am a true and bona fide volunteering applicant, honestly interested in volunteering in the position(s) for which I have applied, and am seeking to volunteer with this company solely to provide me with the benefits of volunteering and for no other purpose. I acknowledge that the Company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this Company and its volunteers. At this Company, my volunteering is at will. This means I am free to terminate my volunteering at any time, for any reason, with or without cause, and this Company retains the same rights. I further understand and agree that the Owner/President of this Company is the only person who may make an exception to this, including the at-will status of my volunteering, and it must be in writing and duly executed by the Owner/President of this Company.

All volunteering applications will be kept on file for sixty days. Applicants who desire consideration for volunteering after sixty days should complete and submit a new application.

**AUTHORIZATION TO RELEASE INFORMATION:** I authorize the references and/or employers listed on this application to give you any and all information concerning my previous employment or volunteering and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. I agree and understand that the Company and its agents may investigate or seek information concerning my background and/or previous employment and volunteering, whether of record or not. I further agree and understand that if I volunteer, the Company may at any time seek any information from whatever source, which in its discretion, it deems relevant to my volunteering.

**NO DRUG USE POLICY:** This company does not allow volunteers who use illegal drugs. I hereby certify that

**I (check one) do  or do not  use illegal drugs.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

If Minor, Parent or Legal Guardian Signature \_\_\_\_\_

Print Parent or Legal Guardian Name \_\_\_\_\_