



## VOLUNTEER APPLICATION

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

Volunteer Position Sought: \_\_\_\_\_

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

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

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

Emergency Contact Name and Telephone Number: \_\_\_\_\_

### **EDUCATION**

Highest Level of Education: \_\_\_\_\_

### **EMPLOYMENT**

Current Employer, if applicable: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Dates of Employment (starting, ending): \_\_\_\_\_

Company/Employer: \_\_\_\_\_

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

Would you like us to keep your employer abreast of your volunteer service and achievement?

No  Yes

Have you ever worked with special needs children? No  Yes

Name(s) of Organization? \_\_\_\_\_

Dates of Volunteering (starting, ending): \_\_\_\_\_

Do you consent to a background check? No  Yes

### **SKILLS & EXPERIENCE**

Special training, skills, hobbies: \_\_\_\_\_

Groups, clubs, organizational memberships: \_\_\_\_\_

Please describe your prior volunteer experience (include organization names and dates of service): \_\_\_\_\_

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What experiences have you had that may prepare you to work as a volunteer in the field of [description of field, e.g., domestic violence, child abuse prevention, youth recreation, etc.]?

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Why do you want to volunteer? [or, what do you want to gain from this volunteer experience?]

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Have you ever been convicted of a crime? [If yes, please explain the nature of the crime and the date of the conviction and disposition.] Conviction of a crime is not an automatic disqualification for volunteer work.

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**REFERENCES**

Please list three people who know you well and can attest to your character, skills, and dependability. Include your current or last employer.

Name/Organization	Relationship to you	Length of relationship	Phone number

***Please read the following carefully before signing this application:***

I understand that this is an application for and not a commitment or promise of volunteer opportunity. I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with Complete The Puzzle, Inc. that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that information contained on my application will be verified by Complete The Puzzle, Inc. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with Complete The Puzzle, Inc. or my termination as a volunteer.

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