

YWCA of Titusville Volunteer Application

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	
Date of Birth	

Availability

Please enter the times you are usually available for a volunteer assignment:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

Yes No Are there any medical/physical concerns or limitations to be considered in your volunteer assignment?

If yes, please explain:

Yes No Do you have a car? Auto Insurance Carrier: _____

Length of Commitment:

- One time
- On call – as needed
- Short term
- Regular
- Other

Program Area of Interest:

Other

*authorization & release required

Interests, Education & Employment

I'm interested in:

- Administration
- Events/Fundraising
- Food Service
- Grounds/Maintenance
- Program Support
- Other

Education/Training:

- High School Graduate
- Undergraduate Degree
- Graduate Degree
- Professional License
- Bilingual Specify Languages: _____
- Other

Employment:

- Student
- Employed*
- Unemployed
- Retired
- Other

*Name & address of employer: _____

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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Previous Volunteer Experience

Summarize your previous volunteer experience.

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Person to Notify in Case of Emergency

Name		
Street Address		
City ST ZIP Code		
Home Phone		
Work Phone		Can you receive calls at work? ___ Yes ___ No
E-Mail Address		

References (list at least 3 references)

Name	
Relationship	
Street Address	
City ST ZIP Code	
Phone	
Name	
Relationship	
Street Address	
City ST ZIP Code	
Phone	
Name	
Relationship	
Street Address	
City ST ZIP Code	
Phone	

How did you hear about us?

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Why are you interested in working for the YWCA?

Background Verification

Yes No

Have you ever been convicted of a criminal offense?

If yes, please explain:

Yes No

Have you ever been charged with neglect, abuse, or assault?

Yes No

Has your driver's license ever been suspended or revoked in any state?

Yes No

Do you use illegal or illicit drugs?

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

I understand that falsification, omission, or misstatement of data shall be considered sufficient cause for denying or terminating my volunteer assignment. The acceptance of my application may be based on receipt of satisfactory information from former employers, schools, and other references. I authorize the YWCA and its representatives to investigate, without liability, any information supplied by me including occupational, police, and governmental records. I also authorize listed employers, schools, and references, as well as other reference sources, to make full response to any inquiry by the YWCA and its representatives without liability.

CONFIDENTIALITY: The YWCA's reputation as an agency of integrity depends on volunteers' commitment to manage the affairs of our customers and program participants in a manner that protects their confidentiality at all times. Also, our innovative program development makes us the agency of choice among many people in our community and enables us to secure necessary funding to support those programs. Therefore, as a volunteer, I agree to use the greatest discretion in discussing the cases of customers, financial information, new program ideas and any other confidential information related to our business activities either during or after the termination of my volunteer assignment.

Thank you for completing this application form and for your interest in volunteering with us.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Background Check Disclosure

You are hereby notified that the YWCA of Titusville may obtain a criminal background check for the purpose of evaluating you for certain volunteer positions. An Informed Consent will be provided to you to complete and sign upon application for specific positions that require a background check, as determined by the YWCA of Titusville. You are entitled to obtain, by written request, disclosure of the nature and scope of the report.

Name (printed)

Signature

Date

INTEREST AND SKILLS ASSESSMENT

Please indicate only those areas of interest with regard to your skill level in each:

1 – Interested in learning, but no experience

2 – Some experience

3 – Lots of experience

Support Services

- Mailings
- Filing
- Telephone work
- Typing/Word Processing
- Record keeping/data entry
- Research (Internet or otherwise)
- Writing letters
- Other:

Youth Development

- Elementary school students
- Middle school students
- High School students
- Reading/Literacy
- Tutoring
- Mentoring
- Other:

Communications/Public Relations/Outreach

- Newsletter: research, design, writing
- Public speaking
- Community Outreach
- Media Relations
- Speakers Bureau
- Other:

Client Support/Advocacy

- Providing support for crime victims
- Recording information
- Client intake/assessment
- Court advocacy
- Other:

Professional/Technical/Computer

- Web design
- Graphic design
- Software/program training
- Accountant
- Business
- Money management
- Legal work
- Handyperson
- Other:

Special Events

- General day of event activities
- Planning
- Coordinating
- Decorating
- Greeting people
- Preparing/providing/handling refreshments
- Video recording/editing
- Recruit/coordinate speakers
- Other:

Development/Fundraising

- Direct mail
- Soliciting donors
- Grant writing
- Program Development/Evaluation
- Other:

