

SARCOA Senior Resource Center Volunteer Program

Volunteer Application

Position applying for:

Date:

PERSONAL INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone Number _____ Cell Phone Number _____

(Indicate which you prefer as your primary contact number by checking the box.)

E-mail address _____

Do you have a valid drivers license? _____

Have you volunteered with other agencies? _____

Have you ever been asked to leave or discharged from a volunteer position? _____

Do you know how to use a computer? _____ Do you know how to use the internet? _____

Have you ever been convicted of a felony? _____ Misdemeanor? _____ Major traffic infraction? _____

If yes, please explain and give dates. _____

EDUCATION HISTORY

Highest level of education completed: _____

If you did not graduate from high school, do you have a high school equivalency diploma? _____

College/technical school attended _____ Did you graduate? _____

List degrees and certifications with issuing institutions _____

List professional memberships, certificates, licenses, honors, fellowships, etc. _____

REFERENCES

Please list two persons, other than relatives or former employers, who know your qualifications and character.

Name _____

Address _____

City, State and Zip Code _____ Phone No. _____

Name _____

Address _____

City, State and Zip Code _____ Phone No. _____

HOURS OF AVAILABILITY: (Circle all that apply.)

Mon. Tues. Wed. Thurs. Fri.

Morning Afternoon Evening

Preferred number of hours per week:

WORK EXPERIENCE: (Use additional sheet if necessary)

Are you presently employed? _____

Briefly describe your current and/or past work experience (duties and responsibilities.)

List any past volunteer experience, including agency, title, duties, length of service.

Describe any specific skills/interests/talents/hobbies you possess:

How did you hear about our Volunteer Program? _____

Why would you like to be involved with SARCOA? _____

In case of emergency contact: _____ Phone: _____

Please read and sign below:

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omission on this application will be considered sufficient cause to disqualify me for volunteer opportunities with SARCOA.

If volunteer applicant is under 18 years of age, a parent / guardian must sign below.

_____ Date: _____ DOB (if under 18): _____

RELEASE CLAUSE:

I fully understand that if my services are no longer needed, or my performance is not acceptable, SARCOA has the right to terminate my services as required and without notice.

If volunteer applicant is under 18 years of age, a parent / guardian must sign below.

_____ Date: _____ DOB (if under 18): _____

AREA(S) OF INTEREST:

Check the appropriate skills

- | | |
|---|---|
| <input type="checkbox"/> Adult Day Care / Sitting | <input type="checkbox"/> Mechanics |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Transporting |
| <input type="checkbox"/> Clerical/Office | <input type="checkbox"/> Officiating Games |
| <input type="checkbox"/> Research | <input type="checkbox"/> Yard work |
| <input type="checkbox"/> Special Programs - Sharing Experiences, Talents, Hobbies | <input type="checkbox"/> Management |
| <input type="checkbox"/> Library Assistance | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Education - Training Clients | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Tour Guides | <input type="checkbox"/> Sign language |
| <input type="checkbox"/> Teaching/Tutoring | <input type="checkbox"/> Foreign language - _____ |
| <input type="checkbox"/> Mediation | <input type="checkbox"/> Other (Please describe) |
| <input type="checkbox"/> Arts and Crafts, Painting | |
| <input type="checkbox"/> Photography | |
| <input type="checkbox"/> Marketing | |
| <input type="checkbox"/> Technical Writer | |
| <input type="checkbox"/> Interviewing | |
| <input type="checkbox"/> Communication/ Public Speaking | |
| <input type="checkbox"/> Web design / graphic design | |
| <input type="checkbox"/> Computer skills | |
| <input type="checkbox"/> Environment/Conservation | |
| <input type="checkbox"/> Carpentry | |
| <input type="checkbox"/> Engineering | |

In what geographic areas are you willing to work?

SARCOA serves the following counties:

- Barbour
- Coffee
- Covington
- Dale
- Geneva
- Henry
- Houston