

Please note that we are not in the business of offering legal advice, and as such, any use of this application should be reviewed by your legal counsel before use to be sure it meets the requirements of your state or other governmental entity, or other entity that may be involved with your organization. This form is not designed to be a boiler plate application, since each organization has specific needs that should be reviewed with your legal counsel.

## Volunteer Application Elements

Interviewer \_\_\_\_\_

Date \_\_\_\_\_

### SECTION I - Personal Information

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Best time to call \_\_\_\_\_ SS # \_\_\_\_\_

Previous Address \_\_\_\_\_  
Street City State Zip

Referred by \_\_\_\_\_

Current church attending \_\_\_\_\_ Regular attender since \_\_\_\_\_

Previous Church attended \_\_\_\_\_ Regular attender since \_\_\_\_\_

Could you briefly give your religious testimony? \_\_\_\_\_

### SECTION II - Position Desired

Position \_\_\_\_\_ Date available to start \_\_\_\_\_

Have you ever applied with us before? (N / Y) \_\_\_\_\_ If yes, for what position ? \_\_\_\_\_ When \_\_\_\_\_

What would list as your greatest challenges in your previous positions? \_\_\_\_\_

\_\_\_\_\_

What would list as your greatest accomplishments in your previous positions? \_\_\_\_\_

\_\_\_\_\_

List any special skills, training or knowledge you have for this position and any other achievements you would like considered.

\_\_\_\_\_

\_\_\_\_\_

Why do you feel you are qualified for this position? \_\_\_\_\_

\_\_\_\_\_

What do you consider your strengths for this position? \_\_\_\_\_

\_\_\_\_\_

What do you consider your weaknesses for this position? \_\_\_\_\_

\_\_\_\_\_

If you are lacking in any qualification that is necessary for this position are you willing to work to improve yourself so as to meet required qualifications? (Y / N) \_\_\_\_\_

Have you read our volunteer handbook completely ? (Y / N) \_\_\_\_\_ Do you feel you can fully agree with our volunteer handbook? (Y / N) \_\_\_\_\_

Do have any question or any issue with anything presented in our volunteer handbook, or our statement of faith ? (if so please let us know)

\_\_\_\_\_

\_\_\_\_\_

SECTION III - Education

Kind	Name and location	Completed Last year	Graduate (Y/N)	Degrees or Designations	Subjects Studied?
Grammar School?					
High School?					
College?					
Graduate Schooling?					
Business School?					
Vocational School?					
Trade School?					
Other training?					

If you have done or been involved with hobbies, projects, skills or other knowledge that may pertain to the position you are applying for which you wish to have considered, please describe the nature of those and their possible relationship to the position. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SECTION IV- Employment History

Month/Year	Name, Phone, Address of Employer	Salary Starting/Ending	Position / Description Duties	Supervisor Reason for Leaving	May we Contact
From					
To					
From					
To					
From					
To					
From					
To					

**Additional comments or items you feel we should know or consider**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION V- References

Please give us three references not related to you that you have known for at least one year, that were not former employers, preferably persons you have had some type of business relationships with, which we may contact.

Reference	Name	Address	Phone	Relationship	Years known
1					
2					
3					

## SECTION VI- Background

Have you read our volunteer handbook completely ? (Y / N)\_\_\_\_\_ Do you feel you can fully agree with our volunteer handbook? (Y / N)\_\_\_\_\_

Please give us a yes or no answer to the following questions. If you feel an explanation if necessary please give that below.

\_\_\_\_\_ Have you ever been accused of or convicted of being a participant or a perpetrator of any form of sexual misconduct, as described in our employee handbook?

\_\_\_\_\_ Would you release us and our agents from any and all liability to obtain a letter of background reference from your former church, employer, and or other organization?

\_\_\_\_\_ Would you release us and our agents from any and all liability to obtain a background and criminal records check as part of our engagement with you?

## SECTION VII- Further acknowledgements and releases

Would you be willing to meet with your director or supervisor for a new employee orientation meeting if your application should be accepted? (Y / N) \_\_\_\_\_

I understand the position applied for with this application is a volunteer relationship and not employment, and as such realize there are no benefits or remuneration.

Would you be willing to accept arbitration as the sole form of settlement for disagreements or disputes should any surface with regard to your volunteer work with us as outlined in our volunteer handbook ? (Y / N) \_\_\_\_\_ **Please Note:** I understand that this application may

be withdrawn or my volunteering terminated if any misrepresentations were given with this form or omissions of facts. I authorize you or your agents to contact any employer or reference given on this application to confirm given information and or obtain other volunteer related information concerning myself.

I also release any person, current or former employee or other organizations which provides that information, from any and all liability

**I further understand and agree that my volunteer work with you is for no definite period if accepted, and is an "at will" relationship that be terminated at any time without cause. If accepted with you, I further release you and your agents from any and all liability for replying to some future inquiries for information concerning my volunteering with you, excepting only the communication of knowingly false information.**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**Please do not write below this line**

Interviewer Remarks

_____ Accepted	_____ Received replies from employers	Supervisor/director _____
_____ Completed new volunteer orientation	_____ Received reference replies	Position _____
_____ Does work space meet necessary needs	_____ Reviewed with Supervisor	Presented _____
_____ Determined work space		Abilities _____
_____ Completed background/criminal checks		_____