

HIRE VOLUNTEER APPLICATION

Please complete the following information in blue or black ink (PRINT NEATLY)

Name: _____
 (First) (Middle Initial) (Last)
 Date of Birth (MM/DD/YY): _____ Age: _____ Gender: _____
 Preferred Phone: () _____ Alternate Phone: () _____
 Best time to reach you: From: _____ am/pm to: _____ am/pm Email: _____
 Address: _____
 Street City State Zip Code
 Driver's License/ID Number (Please provide a copy to H.I.R.E.): _____ State of Issuance: _____

In Case of Emergency Contact (Full Name):

Relationship: _____ Emergency Contact Phone: () _____

Are you: (Check all that apply)

☐ Retired ☐ Working Full Time ☐ Working Part Time ☐ Student ☐ Not Working

If retired, from what profession: _____

If working, who is your employer? Location? _____

Describe your Duties: _____

Does your employer have a volunteer program? Y / N / Unsure

Does your employer have a charitable give program? Y / N / Unsure

Education: (Highest level completed)

☐ Elementary School ☐ High School ☐ College graduate ☐ Post Graduate / PhD

School and Major or course of study: _____

If currently in school, what school are you attending? What are you studying?

Do you have any of the following special skills/areas of interest? (Please check all that apply)

☐ Social Work	☐ Accounting	☐ Special Events
☐ Teaching/Training	☐ Computers / IT	☐ Community Outreach
☐ Receptionist / Phone Support	☐ Video Production	☐ Fundraising
☐ Customer Service	☐ Website Design	☐ Copy Writing
☐ Public Speaking	☐ Photography	☐ Grant Writing/Research
☐ Volunteer Management	☐ Social Media	☐ Graphic Design
☐ Donation/Donor Management	☐ Marketing/Public Relations	☐ Data Entry

Other skills not listed: _____

Have you worked or volunteered with HIRE before? If yes, what department/position/when?

Is anyone else in your household a volunteer or employee for HIRE? ☐ Yes ☐ No

If yes, who/when: _____

How did you hear about HIRE? (Please be specific) _____

Please list any prior volunteer experience (include location and dates): _____

Current Community Affiliations (Faith-Based, Clubs, Service, etc.): _____

SPECIFY YOUR AVAILABILITY

- ☐ Monday _____ am/pm ☐ Tuesday _____ am/pm ☐ Wednesday _____ am/pm
☐ Thursday _____ am/pm ☐ Friday _____ am/pm ☐ Saturday _____ am/pm
☐ Sunday _____ am/pm

(Please notify the HIRE Volunteer Coordinator of any changes in availability)

How many months can you commit to volunteering? _____

Any potential conflicts with scheduling (ex. Vacations, Leave, Family Time etc.): _____

Do you speak any languages other than English? (Please list language(s)/fluency level) _____

Can you perform the essential function of the volunteer role you seek, with or without a reasonable accommodation? Yes ____ No ____ Please describe any accommodation(s) needed _____

What personal or professional goal(s) would you like to achieve while volunteering with HIRE? _____

VOLUNTEER APPLICATION ACKNOWLEDGEMENT

____ I understand that all equipment, materials, and supplies donated to HIRE or purchased by HIRE are property of HIRE and may not be removed without permission. I understand that failure to comply with this policy may result in disciplinary action, which could include termination from the volunteer program.

____ I affirm that I will maintain the utmost level of confidentiality with regards to any HIRE proprietary information including but not limited to: program information; donor records; staff records; partner/community records; contact information; financial information etc. and that I will not use any HIRE information or contacts for my personal or professional use (outside of HIRE).

____ I affirm that all information on this application are true and correct and that I have not knowingly withheld any fact or circumstance that could, if disclosed, affect my application unfavorably.

____ I understand that I will be servicing/assisting HIRE organization/clients on a volunteer basis and will not be remunerated for services rendered.

____ I understand that as a volunteer of HIRE, my image may be captured in photographs and/or videotapes. I acknowledge that HIRE reserves the right to use and edit any such image for nonprofit and educational purposes, including marketing, publicity, and advertising on behalf of HIRE. By signing below, I acknowledge I will hold harmless the HIRE organization, program, staff, and other volunteers from any liability in connection with the documenting or use of my image and that I will receive no compensation in relation to this policy.

____ I authorize HIRE permission to release information about my participation in the volunteer program including information that might be solicited on my behalf for reference purposes. Such information may include, but not be limited to length of service, volunteer responsibilities, and quality of participation.

____ I understand the above contract and agree to comply with all HIRE policies and regulations.

I acknowledge that I have read and understand the terms above and that this application is only the first step in volunteerism with HIRE. An interview will be scheduled to enhance my understanding of HIRE programs and expectations as well as provide HIRE with more information on my skills, interests and expectations.

Print Name

Signature

Date