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Volunteer Application

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| --- | --- | --- | --- |
| Name |       | Social Security No. |       |
| Mailing Address |       |
| Business Address |       |
| Area Code/Home Phone |       | Area Code Business Phone |       |
| Sex |  | Marital Status |  | Date of Birth |       |
| Present Occupation |       | Working Hours |       | Does Job Require Travel |  |
| Highest Grade Level or Education Completed |       | Degree Acquired |  |
| Other Training      |
| Special Qualifications (Skills, Hobbies, Interests, Talents, Inc,)      |
| Previous experience that would help in volunteer work:      |
| Type of Volunteer Service that interests you (Counseling, Clerical, Administrative, Etc.)      |
|  |
| How much time can you volunteer? |       | Hours (Weekly or Monthly) |       | AM |       | PM |       |
|  |
| How long can you commit yourself as a volunteer? | [ ]  1-3 months |  | [ ]  3-6 months |  | Longer |       |
|  |  |
| Do you have a criminal record (juvenile or adult)? |  |
|  |
| References |  |
|  |  |
| Name | Address | Phone |
|       |       |       |
|  |  |  |
|       |       |       |
|  |  |  |
|       |       |       |
|  |
| I hereby certify that all statements made on this application are true. |
|  |
| Signature |  | Date |       |

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| --- |
| Assignment to be completed by appropriate authority. |
|  |
|  |
| 1. Process Area |  | 5. County |  |
| Department of Commerce |       |
|  |
| 2. Process Unit |  | 6. City |  |
|  |  |       |  |
|  |
| 3. Section |  | 7. Comparable Career Service Class |  |
|       |  |       |  |
|  |
| 4. Subsection |  | 8. Position Number | Budget Number |
|       |  |       |       |
|  |
| 9. Previous Volunteer Service to COM (Within Calendar Year) |
|  |
| From |       | To |       |
|  |  |  |  |
| From |       | To |       |
|  |  |  |  |
| From |       | To |       |
|  |  |  |  |
| From |       | To |       |
|  |
| 10. Dates of This Assignment:  | From |       | To |       |
|  |
| Part Time | [ ]  | Full Time | [ ]  | Hours Per Week |       |
|  |
| 11. Type Volunteer Assignment | Regular Service [ ]  | Occasional Service [ ]  | Material Donor [ ]  |
|  |
| 12. Duties and Responsibilities, or Funds, Materials, Employment or Opportunities Provided. |
|       |

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| --- | --- | --- | --- | --- | --- |
| 13. Authorized Signature |  | Title |       | Date |       |