



# Volunteer Interest Form

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

## Interest

Volunteer or Intern \_\_\_\_\_

Type Duties interested in Performing \_\_\_\_\_

## Contact Information

Name \_\_\_\_\_ Former Last Name \_\_\_\_\_  
*First Middle Initial Last*

Mailing Address \_\_\_\_\_

Address \_\_\_\_\_  
*City County State Zip Code*

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## Other Personal Information

What type of opportunity job are you looking for?

- Regular Volunteer     Occasional Volunteer     Internship

When are you available to work?

- Day     Evening     Night     Rotating     Weekends     On Call (as needed)

## Education

High School Name \_\_\_\_\_ Location \_\_\_\_\_  Diploma \_\_\_\_\_  Other (specify)

Give name and address of school, major course of study, and degree achieved.

Undergraduate College/University \_\_\_\_\_ Graduate School \_\_\_\_\_

Degree Attained \_\_\_\_\_ Degree Attained \_\_\_\_\_

Year \_\_\_\_\_ Year \_\_\_\_\_



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## Additional Information

Certificates and Licenses \_\_\_\_\_  
\_\_\_\_\_

Additional Skills \_\_\_\_\_

## Work History

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide explanation for any gaps in employment. All information in this section must be complete. A résumé may be attached, but not substituted for completing this section. Should you need additional space, copy this page.

1. Name of Present or Last Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

From: \_\_ / \_\_ / \_\_ To: \_\_ / \_\_ / \_\_ Hours Per Week \_ Salary \_\_\_\_\_ Number Supervised

May we contact this employer?  Yes  No

Job Duties (give details) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Leaving \_\_\_\_\_

2. Your Next Most Recent Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

From: \_\_ / \_\_ / \_\_ To: \_\_ / \_\_ / \_\_ Hours Per Week \_ Salary \_\_\_\_\_ Number Supervised

May we contact this employer?  Yes  No

Job Duties (give details) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason For Leaving \_\_\_\_\_



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3. Your Next Most Recent Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

From: \_\_\_ / \_\_\_ / \_\_\_ To: \_\_\_ / \_\_\_ / \_\_\_ Hours Per Week \_ Salary \_\_\_\_\_ Number Supervised

May we contact this employer?  Yes  No

Job Duties (give details) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason For Leaving \_\_\_\_\_

\_\_\_\_\_

**Please carefully read the following information:**

Have you ever been convicted of a criminal offense?  Yes  No

*Note: Omit minor vehicle violations and any offense committed before your 17th birthday which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not necessarily an absolute bar to state government employment in all cases. Each conviction is evaluated individually.*

If yes, please list charge(s) \_\_\_\_\_

Where Convicted \_\_\_\_\_ Date \_\_\_\_\_ Disposition/Status \_\_\_\_\_

If you bring a visitor to campus while volunteering, you agree to have the visitor sign in and agree to notify staff that a visitor is with you. You agree to accept all liability for any visitor that you bring to campus.

Give the name, address, and phone number of two people, not relatives, who may provide a reference.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

I understand that a national background check must be completed in order for me to be eligible to volunteer. I will receive an email with instructions on how to submit the information for the background check. If I fail to complete the background check information, I will not be eligible to volunteer. I understand that I am not eligible to volunteer until I receive notice via either phone or email.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_