



*college forward*

FOR STAFF USE ONLY

Comments: \_\_\_\_\_

Date Received: \_\_\_\_\_

## Volunteer Application

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Other Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

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

Preferred Method of Contact (please rank from 1-4, 1 being most preferred and 4 being least preferred):

\_\_\_\_\_ Home Phone    \_\_\_\_\_ Work Phone    \_\_\_\_\_ Other Phone    \_\_\_\_\_ Email

### Emergency Contact Information:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone # \_\_\_\_\_ Other # \_\_\_\_\_

Do you have any medical conditions we should be aware of in case of emergency?

\_\_\_\_\_

Current Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employment Status:  Full Time     Part Time     Other (please specify) \_\_\_\_\_

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_

EDUCATION			
Name of School	City/State	Major/Degree	Dates Attended
High School			Graduate? Y N
College/Vocational School			Graduate? Y N
Graduate School			Graduate? Y N

EMPLOYMENT HISTORY				
Please list your three most recent employers, <b>excluding</b> current employer listed on previous page.				
Name of Company	Position	Supervisor Name & Phone #	Employment Dates To/From	Reason for Leaving

PERSONAL REFERENCES			
Please list three people who know you well and can attest to your character, skills and dependability.			
Name/Organization	Phone #	Relationship to You	Length of Relationship

**Please check all areas in which you would be interested in volunteering:**

- |   |  |
|---|--|
| <input type="checkbox"/> Bulk Mailings                          | <input type="checkbox"/> Phone Banking                           |
| <input type="checkbox"/> Classroom Coach                        | <input type="checkbox"/> Photography                             |
| <input type="checkbox"/> Computer Instruction/Software Training | <input type="checkbox"/> Program Development                     |
| <input type="checkbox"/> Data Entry/Word Processing             | <input type="checkbox"/> Public Relations/Outreach               |
| <input type="checkbox"/> Errand Running/Shopping                | <input type="checkbox"/> Research/Evaluation                     |
| <input type="checkbox"/> Field Trip Chaperone                   | <input type="checkbox"/> Special Events Planning & Participation |
| <input type="checkbox"/> Finance/Accounting                     | <input type="checkbox"/> Translating (English-Spanish)           |
| <input type="checkbox"/> Fundraising Planning and Events        | <input type="checkbox"/> Video Production                        |
| <input type="checkbox"/> General Office/Admin                   | <input type="checkbox"/> Volunteer Recruitment/Coordination      |
| <input type="checkbox"/> Grant Research/Writing                 | <input type="checkbox"/> Web Site Development                    |
| <input type="checkbox"/> Graphic Design                         | <input type="checkbox"/> Writing/Editing                         |
| <input type="checkbox"/> IT Support                             |  |
| <input type="checkbox"/> Legal Services/Pro Bono Legal Aid      | <input type="checkbox"/> Other _____                             |

**When are you able to volunteer?**

- Daily    Weekly    Monthly  
Morning    Afternoon    Evening  
M    T    W    Th    F    Sa    Su  
Other \_\_\_\_\_  
How many hours weekly? \_\_\_\_\_

**Language Skills:**

- Do you speak Spanish? Yes No Some  
Do you read Spanish? Yes No Some  
Do you write Spanish? Yes No Some  
Do you know another language? \_\_\_\_\_  
If so, how fluent are you? \_\_\_\_\_

How did you hear about College Forward? (please list all sources) \_\_\_\_\_

\_\_\_\_\_

Why do you want to volunteer, and what do you hope to gain from your volunteer experience? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special training, skills, hobbies or interests \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any community groups in which you are **presently** active (professional associations, faith communities, service organizations, etc.): \_\_\_\_\_

\_\_\_\_\_

Please describe your **prior** volunteer experience (include organization names and dates of service) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to be added to our mailing list (4 newsletters a year)? Yes No

\_\_\_\_\_ I hereby give permission to College Forward to obtain information relating  
initials to my criminal history record through the National Mentoring Partnership. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with College Forward. I also understand that as long as I remain a College Forward volunteer, the criminal history records check may be repeated at any time. A conviction of a crime is not an automatic disqualification for volunteer work.

\_\_\_\_\_ I, the undersigned, do for myself, my heirs, executors and administrators,  
initials hereby remise, release and forever discharge and agree to indemnify College Forward and each of its officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an College Forward volunteer.

**Please read the following carefully before signing this application:**

I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with College Forward that is true, correct and complete to the best of my knowledge. I understand that information contained on my application will be verified by College Forward. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with College Forward or my termination as a volunteer.

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

**Please mail, fax or bring completed application to:**

College Forward  
6448 Highway 290 East  
Suite E-108  
Austin, TX 78723  
Phone: 512/452.4800  
Fax: 512/452.4848