

# Volunteer Application

All information will remain confidential.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Is email a good way to get in touch with you?  Yes  No

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

## Employment

Current Place of Employment: \_\_\_\_\_ Job Title: \_\_\_\_\_  Full time  Part time

Supervisor: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

May we contact your supervisor?  Yes  No If no, please explain: \_\_\_\_\_

Previous Place of Employment: \_\_\_\_\_ Job Title: \_\_\_\_\_  Full time  Part time

Supervisor: \_\_\_\_\_ Supervisor's Phone #: \_\_\_\_\_

May we contact your previous supervisor?  Yes  No If no, please explain: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Volunteer Experience

Organization	Types of Duties Performed	Dates

## Professional References

Name	Relationship	Years Known	Phone Number	Address

Highest level of education completed: \_\_\_\_\_

What is your major (if applicable): \_\_\_\_\_

List any certificates, degrees, or special training you have received: \_\_\_\_\_

Volunteer position sought: \_\_\_\_\_

How often are you hoping to volunteer? Days/week: \_\_\_\_\_ Hours/week: \_\_\_\_\_ or Days/month: \_\_\_\_\_

What days and times are you available? \_\_\_\_\_

Why are you interested in volunteering with The Arc of Whatcom County? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you need any special accommodations to perform volunteer work? If so, please explain: \_\_\_\_\_

How did you hear about The Arc of Whatcom County? \_\_\_\_\_

Please check if you do NOT wish to receive our newsletter/e-alert:  Newsletter (monthly)  E-Alert (every other wk)

**Please check one of the following:**

I have attended a Volunteer Orientation with The Arc of Whatcom County. Date attended: \_\_\_\_\_

I am willing to attend a Volunteer Orientation with The Arc of Whatcom County.

**Background Check:**

Approved applicants will be required to pass a criminal background check prior to volunteering. Are you willing to complete a background check?  Yes  No

Any concerns/worries?

\_\_\_\_\_

\_\_\_\_\_

Additional comments:

\_\_\_\_\_

\_\_\_\_\_

*I understand that all information on this form is voluntarily supplied and may be disclosed for volunteerism purposes only. I hereby volunteer my services and understand that I am not a paid employee of a group to which I may be assigned, nor an employee of the agency. I understand that I may choose among the volunteer jobs referred to me, and I am under no obligation to accept any placement.*

\_\_\_\_\_  
Volunteer Signature (Guardian, if under 18)

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

*Thank you for your interest in volunteering with The Arc of Whatcom County!*



# Interests Inventory

Please check the areas of volunteer work you are most interested in. Please choose no more than eight.

## AREAS OF INTEREST

- Working with children with developmental disabilities
- Working with adults with developmental disabilities
- Mailings
- Fundraising
- Help on the day of events
- Help prepare for events
- Community outreach & awareness
- Making phone calls
- Outdoor landscaping, maintenance, weeding & raking
- Parent Coalition\* – *Work in support of information and education programs for families of individuals with developmental disabilities. Time commitment: at least 2-3 hours per week.*
- Whatcom Taking Action\* – *A collaborative community effort to expand local resources for children and youth with special healthcare needs. Time commitment: at least 2-3 hours per week.*
- Whatcom Infants & Children's Council\* – *Help support and improve early intervention services for children in Whatcom County. Visit <http://whatcomicc.wordpress.com> for more info. Time commitment: at least 2-3 hours per week.*
- Researching, organizing, and distributing resource information in print, electronic, web, and social media formats
- Board of Directors

*\*Internships available.*

# Skills Inventory

Please check the skills you have and are willing to share with us when volunteering here.  
All information will remain confidential.

## GENERAL

- Filing
- Typing
- Graphic design
- Visual arts
- Photography
- General research
- Grant research
- Event planning & coordination
- Organization
- Communication
- Food handlers permit

## TECHNOLOGY, SOFTWARE & WEB

- Microsoft Word
- Excel
- Adobe InDesign
- PowerPoint
- QuickBooks
- Microsoft Access
- WordPress Blogs/Hosting
- Web Design/Development
- Database Management
- Computer Programming
- Troubleshooting/Repair
- Multi-line Phone System

## WRITING

- Journalism

- Editing
- Publishing
- Persuasive writing
- Proposal writing
- Grant writing

## MEDIA & MARKETING

- Public Relations
- Marketing
- Advertising
- Social Networking (Facebook, Twitter, etc.)

## NON-PROFIT

- Administration
- Fundraising
- 501 (C) 3 Experience
- Bookkeeping
- Accounting

## INTERPERSONAL SKILLS

- Public speaking
- Comfortable speaking on the phone
- Good communication skills

## WORK ENVIRONMENT

- Attention to detail
- Enjoy working alone
- Enjoy working with others/in a group
- High level of patience
- Other: \_\_\_\_\_

## MEDICAL TRAINING

- Doctor
- Nurse
- EMT
- CPR

## TRADES

- Electrician
- Plumber
- Carpenter
- Small repairs
- Other:

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Are there any other skills you would like us to know about?

Are there tasks you dislike or feel uncomfortable with? Please describe.

Are you fluent in any other languages? If so, which ones?