



**Volunteer Coordinator Use Only**

Date Started: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

## ADULT VOLUNTEER APPLICATION

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

Name: \_\_\_\_\_  
(First) (Last)

Street Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If presently employed, name of Employer: \_\_\_\_\_

Position: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Does your company participate in a Volunteer Matching Program? \_\_\_\_\_

Ethnicity (Some funders require us to report this info.): \_\_\_\_\_

### Person(s) to contact in case of emergency

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Education and Work Experience

1. Do you have a high school degree? \_\_\_\_\_
2. List schools attended:

School (s) Attended	Field of Study	Degree

3. List work experiences, starting with the most recent or attach resume:

Employer Name	Job Title	Brief summary of work	Dates employed

### General Questions

*Please answer questions as detailed as possible.*

1. Describe any previous volunteer experience: \_\_\_\_\_  
 \_\_\_\_\_

2. Have you volunteered at SAVE before? \_\_\_\_\_

3. Have you taken the 40-hour Domestic Violence Counselor training? \_\_\_\_\_ Date: \_\_\_\_\_

4. Indicate skills/ special interests/ foreign or sign language skills: \_\_\_\_\_  
 \_\_\_\_\_

5. Which volunteer position/ areas are you interested in? (Please check all that apply.)

Helping around the office in general administrative duties

Technical Assistance

Bookkeeping, financial

Doing grant research

Fundraising & Events

6. How long do you plan to volunteer? (Check one)

Less than 1 month

2-6 months

7-12 months

More than a year

7. How many hours will you volunteer per week? \_\_\_\_\_

8. Please write the times you are available on each day:

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

9. Can you commit to a set schedule every week?  Yes

No

10. Date available to start: \_\_\_\_\_

11. Is it necessary for you to limit your physical activity in any way or do you require any additional accommodations? \_\_\_\_\_  
 \_\_\_\_\_

12. Have you been convicted of a criminal offense in the last 7 years?  Yes  No

If yes, list the number and kinds of convictions. A conviction will not necessarily disqualify an applicant from volunteering.

\_\_\_\_\_  
 \_\_\_\_\_

## References

*Personal or Professional References (please exclude relatives)*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

THE ABOVE INFORMATION IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

- Your signature indicates your approval for us to check your references.
- SAVE is not obligated to provide a placement, nor are you obligated to accept the position offered.

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

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

OPPORTUNITIES FOR VOLUNTEERS ARE PROVIDED WITHOUT REGARD TO, RACE, NATIONAL  
ORIGIN, RELIGION, AGE, OR GENDER.

Please mail/ fax/ bring the completed application to  
1900 Mowry Avenue, Suite 204. Fremont, CA 94538  
Fax Number: (510) 574-2252

*Updated: 2/18/2010*