



**Office Use Only:** FIRN ID# \_\_\_\_\_ Last Name: \_\_\_\_\_  
Interview Date: \_\_\_\_\_ Ref rec'd 1  2  Background Check: \_\_\_\_\_

Thank you for your interest in joining the FIRN Volunteer Team! Please complete this Application Form and two Reference Forms and mail, fax, or email them to: [volunteer@firnonline.org](mailto:volunteer@firnonline.org) or, for Club LEAP, to [clubleap@firnonline.org](mailto:clubleap@firnonline.org) . Upon FIRN's receipt of your application, we will contact you to schedule an interview. Questions? Please contact:

Volunteer Coordinator  
(410) 992-1923 ext. 14

Club LEAP Coordinator  
(410)992-1923 ext. 28

### FIRN VOLUNTEER APPLICATION FORM

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
\_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_ FAX #: \_\_\_\_\_  
Name of Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### APPLICANT BACKGROUND

Age 21 or over? \_\_Yes \_\_No Country of Birth: \_\_\_\_\_

Please list languages (other than English) that you read or speak: \_\_\_\_\_

Employment History (work experience and years -- use an additional page if needed, or attach a resume): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer Experience (where and when): \_\_\_\_\_  
\_\_\_\_\_

Education: (check highest level): \_\_Middle School \_\_High School Diploma/GED \_\_College Degree \_\_Masters/PhD  
(Students only) Name of Current School and Year to Graduate: \_\_\_\_\_

Special Training: \_\_\_\_\_  
\_\_\_\_\_

Information About Yourself: (e.g., experience living in another country, tutoring/teaching individuals or groups, and/or working with diverse populations, etc. Is there anything else you would like us to know?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to volunteer for FIRN? \_\_\_\_\_  
\_\_\_\_\_

How did you hear about FIRN's volunteer program? \_\_Friend \_\_Newspaper \_\_FIRN website \_\_Other : \_\_\_\_\_

Do you drive and have access to a car? \_\_Y \_\_N If not, how will you get to your assignment? \_\_\_\_\_

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**VOLUNTEER PREFERENCES**

If working with clients, I prefer to work with (Please check all that apply. FIRN usually matches genders.):

a child  a high school/college student  an adult  any age  a male  a female  either gender

The best days for me to volunteer are (Please check all that apply):  M  T  W  Th  F  S  Su

The best times for me to volunteer are (Please check all that apply):  mornings  afternoons  evenings

I would like to volunteer for the following (please check assignments of interest, and indicate preferences with an \*):

**Direct Client Services**

Tutor or mentor clients in English:  individual  group  adult  youth

Provide clients with cultural support and competency, community orientation, etc.

Mentor clients through FIRN's employment support partner, Pinnacle Career Resources

Support Pinnacle Career Resources client orientation and Job Clubs (e.g., clerical & employment research)

Help an immigrant study in preparation for (please check specific type, below):

citizenship test  G.E.D. Re-certification  High school functional reading, writing or math tests

Provide interpretation/translation assistance; I am fluent in \_\_\_\_\_.

Participate in FIRN special projects:  Thanksgiving Food Baskets  Holiday Gift Program

Help design and develop new programs (program ideas: \_\_\_\_\_)

**Office Support**

Provide general office/staff assistance (e.g., reception/phones, mailings, data entry, filing, etc.)

Conduct special projects (e.g., internet research, library organization, prepare program materials, etc.)

Help with FIRN special events (e.g., staff booths at outreach fairs, child care at program sessions, etc.)

Serve as a Volunteer Team Leader (coordinate other volunteers, collecting tutor hours, etc.)

Assist in collecting/transporting donated items. Do you have access to a truck, van or 4x4?  Y  N

Other pro bono services (please specify: \_\_\_\_\_)

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**CERTIFICATION:** I certify that the information given in this application is true and correct. I understand that false information given on this application is sufficient for my dismissal. Additionally, I agree that FIRN may contact the employers and other organizations that have been listed, as well as the references that have been submitted.

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Applicant's Signature

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Date

**REFERENCES:** Please give the attached Reference Form to two people who have known you for 2 or more years, who are NOT related to you, and who are AT LEAST 25 years old. One reference should be a supervisor, teacher, or group leader. Please use local references if possible.