



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 or, for Club LEAP, to 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? _____

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: _____)

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.

Applicant's Signature

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.