** Amani Community Services**

**Application to Volunteer/Intern**

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

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| **Identifying Information** |
| First Name: Last Name: |
| Home Address: |
| City: State: Zip: |
| Phone: |
| Email: |

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| **Previous Volunteer Experience (1)** |
| Name of Agency: |
| Duties/Responsibilities: |
| Dates of Volunteer Experience: |
| **Previous Volunteer Experience (2)** |
| Name of Agency: |
| Duties/Responsibilities: |
| Dates of Volunteer Experience: |

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| **Education** |
| Highest level of education: |
| Are you volunteering to complete a class or extracurricular requirement? If yes, what are your requirements. |

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| **Employment Information (Current, retired from, or most recent)** |
| Employment Status: □ Employed □ Retired □ Unemployed |
| Current/Most Recent/Retired from Employer: |
| City: State: Zip: |
| Position/Job Title: |
| Job Duties: |
| **Emergency Contact Information** |
| Name (1): |
| Relationship: |
| Cell Phone: |
| Email: |

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| Name (2): |
| Relationship: |
| Cell Phone: |
| Email: |

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| **Professional References** |
| **Please list two people who know you well and can attest to your character, skills, and dependability. For students this can includes teachers, coaches, youth leaders, etc.** |
| Name: |
| Relationship: |
| Cell Phone: |
|  |
| Name: |
| Relationship: |
| Cell Phone: |

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| **Availability** | | |
| Weekday: Time:  □ Monday \_\_\_\_\_\_\_\_\_\_\_  □ Tuesday \_\_\_\_\_\_\_\_\_\_\_  □ Wednesday \_\_\_\_\_\_\_\_\_\_\_  □ Thursday \_\_\_\_\_\_\_\_\_\_\_  □ Friday \_\_\_\_\_\_\_\_\_\_\_  □ Saturday \_\_\_\_\_\_\_\_\_\_\_  □ Sunday \_\_\_\_\_\_\_\_\_\_\_\_ | Other (Holidays, school breaks, etc.): | |
| **Skills** | | |
| Computer | Office Work | Foreign Language |
| □ Data Entry  □ Microsoft Word  □ Microsoft Excel  □ Microsoft PowerPoint  □ PhotoShop  □ Publisher  □ Web Design | □ Answering phones  □ Filing  □ Sort supplies/donations  □ Making new intake files  □ Receptionist  □ Creating flyers/posters | □ Arabic  □ English  □ French  □ Sign (ASL)  □ Spanish  □ Vietnamese  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Interests** | | |
| Direct Services | Fundraising | Indirect Services |
| Requires 20-Hours online Victim Counselor Training  □ Trained crisis line operator  □ Conducting intakes  □ Facilitating support groups  □ Advocacy work  □ Group Childcare provider | Hosting-  □ Hygiene drive  □ Haircare drive  □ Toy drive  □ Event Planning | □ Answering phones  □ Filing  □ Sort supplies/donations  □ Making new intake files  □ Receptionist  □ Creating flyers/posters  □ Community Presentations about Amani CS  □ Community Booths  □ Website/Social Media  □ Update policies/procedures |

How did you hear about us?

□ Flyer □ Online Ad □ Presentation □ Booth □ Volunteer Fair □ Other

Have you ever been convicted of a crime? (If yes, please explain the nature of the crime and the date of conviction and disposition.) Conviction of a crime is not an automatic disqualification for volunteer work.

Do you have a driver’s license? □ Yes □ No

Do you have car insurance? □ Yes □ No

Do you have a car available for providing transportation? □ Yes □ No

***Please read the following carefully before signing this application:*** All applicants are subject to a background check. By signing this application, you agree to have your background checked through the Iowa Courts online and the Iowa Sex Offender Registry. If you lived outside of Iowa previously, we reserve the right to conduct background checks in your previous state of residence. I understand that this is an application for and not a commitment or promise of volunteer opportunity. 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 Amani Community Services that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that information contained on my application will be verified by Amani Community Services. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with Amani Community Services or my termination as a volunteer.

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