



APPLICATION FOR VOLUNTEERS AND INTERNS

Note: This application is for volunteer and intern work only. It is not an application for employment with New Opportunities, Inc.

GENERAL INFORMATION

Date _____

Name _____

Last

First

Middle Initial

Present

Address _____

Street

City

State

Zip Code

Home Phone # _____ Business Phone # _____

Email Address: _____ Cell Phone # _____

Can you establish proof of identity? Yes No Are you over 18 years old? Yes No

Volunteer or Intern area of interest applied for:

Clerical

Driver

Home Based Family Services

Meal Sites

Maintenance

Fiscal

Companion

Childcare

Other: _____

Have you worked at New Opportunities before Yes No If yes, Position held _____

Dates of Previous employment at NOI: From: _____ To: _____

Reason for Leaving:

Do you have transportation? Yes No

If no, what arrangements can you make for Transportation?

Answer the following questions unless you have been told you will not use a motor vehicle for volunteer assignments:

Have you had any motor vehicle accidents or been found guilty of motor vehicle violations within the past (3) years? Yes No If yes, explain _____

Do you hold a driver's license in good standing? Yes No If yes, what State: _____

Driver's License No. _____ Expiration Date: _____

Having discussed the volunteer or intern assignment for which you have applied, can you perform all of the specific functions and tasks? Yes No If No, please explain.

If there are any functions or tasks that you cannot perform, please identify these functions/tasks:

▪ **CONVICTION INFORMATION**

Have you ever been convicted of a crime (either through a plea bargain or as a result of a trial), other than a motor vehicle violation, which conviction was not erased pursuant to Ct. General Statutes Sections 46b-146, 54-76o or 54-142a or 54-142a? Yes No

If yes, please explain the circumstances of the conviction(s) including the date of guilty plea or conviction(s), the nature, elements and date of the offense(s) to which you plead guilty or were convicted, the disposition and any other information about the conviction(s) you wish to bring to our attention:

▪ **STATE OR FEDERAL INVESTIGATIONS** (The following information is only one factor in the employment decision and is evaluated only if it is relevant to the position.)

Have you ever been the subject of investigation conducted by a state or federal agency, such as the Department of Children and Families, Department of social service or the Department of Public Health? Yes No If yes, please provides a detailed explanation.

▪ **EDUCATION/TRAINING**

Please list all formal education:

▪ **EMPLOYMENT EXPERIENCE**

Describe past employment or volunteer experience including dates and a contact name and telephone number, starting with **your present or latest assignment**.

▪ **SKILLS AND KNOWLEDGE**

Please describe any special skills you have or training you have received:

Please list the computer software you are competent in using:

Languages you are fluent in (other than English):

1. _____ Speak Read Write 2. _____ Speak Read Write

▪ **PROFESSIONAL REFERENCES** (Including last employers and non-family members)

Name	Address	Phone	Occupation	Years Known

I certify that the statements made by me on this volunteer application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatements of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or agency policy and procedure.

Applicant's Signature _____ Date _____