



BELAFONTE TACOLCY CENTER  
 6161 N.W. 9<sup>TH</sup> AVENUE  
 MIAMI, FL 33132

### VOLUNTEER APPLICATION

There shall be no discrimination against an otherwise qualified volunteer by reason of disability, age, race, color, ethnicity, sex creed, natural origin or socio-economic status.

Name	Social Security Number	Date
Address	City	State      Zip
Home Telephone	Business Phone	Cellular or Beeper
Date of Birth	Driver's License Number	

#### EMPLOYMENT EXPERIENCE

Present Employers Name & Address	Employer's Phone Number
Position	Dates Employed      Still Employed? If NO, Please state reason

Major Responsibilities

Previous Employer's Name & Address

Position	Dates Employed	Reason for Leaving
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Major Responsibilities

Have you ever been convicted of a crime (other than traffic violations) \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, Please state offense, date and location. \_\_\_\_\_

How did you hear about this volunteer position? \_\_\_\_\_

Do you prefer to work with:  Adult  Youth

Position Desired:  Peer Counselor    Office Assistant    Fundraiser Coordinator    Daycare/Aftercare Assistant  
 Tutor/Mentor    Computer Lab    Training Assistant

Please indicate area of interest and/or experience: I=Interest.   E=Experience.   I&E=Interest & Experience.

#### INTERPERSONAL

- Counseling
- Interviewing
- Recruiting
- Training/Teaching

#### OFFICE SKILLS

- Organizing
- Filing
- Answering Phones
- Light Typing

#### COMPUTER SKILLS

- Microsoft Word
- PowerPoint
- Excel
- Internet

**PROGRAM SKILLS**

- Arts (specify) \_\_\_\_\_
- Career Exploration
- Crafts (specify) \_\_\_\_\_
- Hobbies (specify) \_\_\_\_\_
- Music (specify) \_\_\_\_\_

**PUBLIC RELATIONS/FUNDRAISER**

- Displays & Exhibits
- Public Speaking
- Marketing/Advertising
- Developing fundraising activities

**DAYCARE/AFTERCARE**

- Monitoring
- Supervising
- Develop recreational activities
- Providing educational curriculum

**OTHER**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education:       Highschool    Some College    College Degree or Major \_\_\_\_\_

List 3 persons not related to you who can judge your qualification for this position. If you have experience as a volunteer, one reference should be from that organization.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>

Summarize other related experience that will enable you to carry out the responsibility for the position you are seeking.

<u>POSITION</u>	<u>YEAR</u>	<u>COUNCIL/SUPERVISOR</u>	<u>TELEPHONE</u>

Training and Skills or other training taken:

<u>Course</u>	<u>Agency</u>	<u>Place</u>	<u>Date</u>

Availability:    Weekdays    Weekends    Mornings    Afternoons    Evenings

I agree to participate in job orientation and training in order to perform my job effectively and to have a satisfying experience. I understand that my talents and skills will be matched to the job requirements and that I may choose to accept the appointment. I certify that all information on this application is true and complete. I authorize the Belafonte TACOLCY Center, Inc. to make such investigation and secure information concerning or in any way relating to me from all sources including, but not limited to, my employer, police department and all other governmental agencies. I understand that falsification or significant omissions of any information may be considered justification for dismissal if discovered at a later date.

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

**AFFILIATES**

