



## Venice Community Housing

200 Lincoln Blvd., Venice, CA 90291

Tel: (310) 399-4100 Fax: (310) 399-1130

www.vchcorp.org

# VOLUNTEER & INTERN APPLICATION

## PERSONAL INFORMATION

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Nickname \_\_\_\_\_

Address \_\_\_\_\_ Apartment/Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Do you drive? Yes  No

Driver License # \_\_\_\_\_ State \_\_\_\_\_

If you do not drive, do you have access to transportation? Yes  No

## EMERGENCY CONTACT

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ Cell \_\_\_\_\_

## EDUCATION/EMPLOYMENT

Occupation \_\_\_\_\_ Employer Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Please describe the products/services offered by your employer \_\_\_\_\_

Does your employer have a matching gift program? Yes  No

What is the higher level of education you have completed? \_\_\_\_\_

If you are a student, where? \_\_\_\_\_ Course of study \_\_\_\_\_

**REFERRAL INFORMATION**

Have you ever volunteer with VCH before? Yes  No

Have you previously submitted a volunteer application to VCH? Yes  No

If yes, please indicate date(s) and position(s) applied for \_\_\_\_\_  
 \_\_\_\_\_

How did you hear about VCH? \_\_\_\_\_

Please list any current/past volunteer activities \_\_\_\_\_  
 \_\_\_\_\_

Please list any relevant work or volunteer experience or skills \_\_\_\_\_  
 \_\_\_\_\_

**VOLUNTEER OPPORTUNITIES**

Why do you wish to volunteer for VCH? \_\_\_\_\_  
 \_\_\_\_\_

Do you have any personal health concerns that may affect your volunteer work? Yes  No

If yes, please explain \_\_\_\_\_

Please indicate which of the following activities interest you:

Mentoring  Clerical assistance  Front desk  Working with tenants

Research  Working with youth  Special Events  Teaching classes

Other  \_\_\_\_\_

Other than English, are you fluent in any other language? Yes  No

If yes, please specify and include your level of competency (fluent, intermediate, beginner) \_\_\_\_\_  
 \_\_\_\_\_

How many hours a week are you available? \_\_\_\_\_ When can you start? \_\_\_\_\_

How many weeks/months are you available? \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

## REFERENCES

Please list two people you know well and can attest to your character, skills and dependability.

<u>Name/Organization</u>	<u>Relationship to you</u>	<u>Phone</u>	<u>Length of Relationship</u>
1. _____			
2. _____			

## CERTIFICATION

I understand that this is an application for and not a commitment to or promise of volunteer opportunity. I certify that I have and will provide information throughout the selection process, including in this application and in interviews with VCH 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 withheld and will not withhold any information that would unfavorably affect my application for a volunteer position. I understand that the information contained in my application will be verified by VCH and I hereby give permission to VCH to contact anyone it deems necessary to verify any information provided by me to evaluate my suitability for a volunteer position. I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy or similar causes of action against anyone to provide such information. I understand that misrepresentation and/or omissions may be cause for rejection of my application and/or termination of my volunteer position with VCH. I voluntarily and knowingly waive all rights to bring an action against VCH and any of its employees, agents, or volunteers relating to any such rejection and/or termination.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_