

## YWCA Metropolitan Chicago VOLUNTEER PROFILE

Name: \_\_\_\_\_ Interest Date: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street/Unit Number City/Town State Zip

Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

### VOLUNTEER EXPERIENCE

MOST RECENT	EXPERIENCE		
From: MO/YR	To: MO/YR	Organization Name:	Telephone:
Volunteer in Dept. Name:		Organization Address:	
Immediate supervisor and title:		Summarize briefly the nature of work performed and job responsibilities:	
PREVIOUS	EXPERIENCE		
From: MO/YR	To: MO/YR	Organization Name:	Telephone:
Volunteer in Dept. Name:		Organization Address:	
Immediate supervisor and title:		Summarize briefly the nature of work performed and job responsibilities:	

### VOLUNTEER EXPERIENCE

What experiences have you had that may prepare you to work as a volunteer in the field of description of field, e.g. women's empowerment, marketing communications, development, human resources, early childhood, victim trauma (sexual violence) and parent resources, etc.?

Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Volunteer Area of Choice:**

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_ Third Choice: \_\_\_\_\_

Specialized Skills: \_\_\_\_\_

Language Fluency in Addition to English: \_\_\_\_\_

Certifications/Licenses: \_\_\_\_\_

Groups, clubs, organizational memberships: \_\_\_\_\_

**EMPLOYMENT HISTORY**

<b>CURRENT</b>	<b>POSITION</b>		
<b>From: MO/YR</b>	<b>To: MO/YR</b>	<b>Employer Name:</b>	<b>Telephone:</b>
<b>Job Title:</b>		<b>Address:</b>	
<b>Immediate supervisor and title:</b>		<b>Summarize briefly</b> the nature of work performed and job responsibilities:	

Would you like us to keep your employer informed of your volunteer achievement?  Yes  No

**EDUCATION**

<b>EDUCATION</b>	<b>Name and location of school (City and State)</b>	<b>No. of yrs. Attended</b>	<b>Degree Received</b>	<b>Subjects/Major</b>
College or University	<b>Name:</b>	Total Years:	Ex: BA	Major/minor:
College or University	<b>Name:</b>	Total Years:	Ex: BA	Major/minor:
Other Education	<b>Type and name:</b>	Total Years:	Ex: BA or certificate	Major/minor:
High School	<b>City/Town/State and name:</b>	Total Years:	Answer Yes/No:	Major/minor:

Do you have access to the Internet through a computer or a cell phone?  Yes  No

Are you Internet skilled:  Yes  No Have you Outlook/Office skills:  Yes  No

**REFERENCES:** Provide the names of three "Referees" (people who are not family members) who know you well and who can attest to your character, skills and dependability. You may include your current or previous employers/managers. If you have been a student, you may provide the names of instructors/faculty whose classes you have attended or those who advised school organizations to which you belong.

Name	Address, Phone, Email	Company	Total Years Acquainted
1	Address/Phone: Email:	Name:	Total:
2	Address/Phone: Email:	Name:	Total:
3	Address/Phone: Email:	Name:	Total:

Yes  No If there is a need for you to travel in your volunteer work, do you have access to an auto if necessary.

During the last ten years, have you ever been convicted of a felony?  Yes  No.

A conviction will not necessarily disqualify you for employment. Rather, such factors as age/date of conviction, seriousness and nature of the crime, and rehabilitation will be considered. If yes, please provide details (dates and location for all convictions) and case status on a separate page and sign and date the page.

***Please read the following carefully before signing this application:***

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 the YWCA Metropolitan Chicago 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 the YWCA Metropolitan Chicago. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with the YWCA Metropolitan Chicago or my termination as a volunteer.

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