



**HELPING LINK**

**P.O. Box 28068 Seattle WA 98118**

**(206) 781-4246**

# Volunteer Information Form

Date:	Phone (day):
Name:	Phone (eve):
Address:	Email:
City:	Best time to be reached:
State: WA	
Zip:	Birth date:
Gender:	Ethnicity:

**Please let us know which volunteer positions interest you:**

<b>Tutoring/Teaching:</b>
<input type="checkbox"/> ESL Tutor <input type="checkbox"/> Citizenship Tutor <input type="checkbox"/> “Mock Citizenship Exam” Interviewer <input type="checkbox"/> Computer Instructor <input type="checkbox"/> After school tutor <input type="checkbox"/> Math tutor <input type="checkbox"/> Computer lab monitor  <input type="checkbox"/> Lesson Planning (i.e ESL, Computer, Citizenship) <input type="checkbox"/> Graphic designer ( Newsletter, Web)

<b>Administrative and Other:</b>
<input type="checkbox"/> Grant writer <input type="checkbox"/> Interpreter <input type="checkbox"/> Research Assistant <input type="checkbox"/> Office or Data Entry Volunteer <input type="checkbox"/> Volunteer Recruiter <input type="checkbox"/> Fund Raiser <input type="checkbox"/> Welcome & Appreciation Volunteer <input type="checkbox"/> Public Relation <input type="checkbox"/> Other: _____

**When are you available to volunteer?**  
*Please list times at which you are available.*

	<b>Mon.</b>	<b>Tues.</b>	<b>Wed</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat</b>	<b>Sun</b>
<b>Hours:</b>							

**How did you hear about our program?**

- Word-of-mouth
- Library
- Another Literacy Program
- Newspaper
- Washington Literacy Hotline
- Another Community Program
- Bulletin
- Other:

**Educational Background:**

- Some High School
- GED
- High School Diploma
- Some College
- College Degree
- Graduate Degree
- Trade/Technical School
- Other:

**Employment Status:**

- Full-time                       Retired                       Unemployed
- Part-time                       Student                       Other: \_\_\_\_\_

Current Employer \_\_\_\_\_

Position: \_\_\_\_\_

**I AM PROFICIENT WITH THE FOLLOWING LANGUAGES:**

A. \_\_\_\_\_                      B. \_\_\_\_\_                      C. \_\_\_\_\_

**Please provide us with the name and phone numbers of two references.**

(No family members, please.)

Name \_\_\_\_\_

Phone: \_\_\_\_\_

Name \_\_\_\_\_

Phone: \_\_\_\_\_

As a person who is volunteering your time, we want your experience to be a positive one. In order to best match you with our program's needs, please answer the following questions. Your answers will help us to get to know you better. A lack of volunteer experience or special skills does not affect your eligibility to be a volunteer.

Why do you want to volunteer with our program?

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What special skills, interests, and resources do you have that might be relevant to tutoring or other volunteer positions (i.e. teaching, language, writing, fundraising, computers, dealing with the public, in-kind support, etc.)

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Please describe any previous experience you have volunteering.

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What have you enjoyed most in previous volunteer assignments?

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What have you enjoyed least?

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How do you like to be supported, supervised, and rewarded as a volunteer?

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***The following questions are for instructional volunteers***

**Note** This is not a test, but please do try to give us thoughts, expectations and opinions on the following questions. Thank you!

What factors do you believe to be most important in a positive learning environment?

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How will you know you are effective as a volunteer tutor / teacher?

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In what way do you expect your tutoring / teaching to make a difference to your student?

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*For Office Use:*

*Application Received* \_\_\_\_\_ *Orientation Dates* \_\_\_\_\_

*Interview Date* \_\_\_\_\_ *Training Dates* \_\_\_\_\_

*Initial Match Date* \_\_\_\_\_