**VOLUNTEER APPLICATION**

Name: __________________________
Address: _______________________
City: ___________ State: ________
Zip: ___________
Date of Birth: ___/___/______

Phone No: (___) _____-_______
Alternative Phone No: (___) ____-_____
Email: ______________________________________

Best time to be reached: ____________________

Please mark “X” in the time slots that you are available to volunteer

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How many hours per week are you able to volunteer? ________________

How many months are you interested in volunteering with the RRO? ________________

Please check all things you like to do:

- [ ] Help around the office: make follow-up phone calls, schedule appointments, run errands during the day (i.e. going to the post office)
- [ ] Work directly with clients: help with filling out applications for various RRO social services, give orientation to newly arrived refugees as needed
- [ ] Work directly with staff: assist staff members in various programs administration
- [ ] ESL (English as a Second Language) teaching assistant and tutor
- [ ] Work with the Job Development Team to help newly arrived refugees write a resume, search and apply for jobs, and interview practice
- [ ] Assist in event planning: help coordinate annual fundraising dinner, holiday parties, donation drives
- [ ] Build network with the local community: visit local community centers, churches, mosques, and synagogues to hand out flyers and promote RRO programs and to spread awareness about RRO
- [ ] Build network with the global community: set up and host blogs and social networking pages such as Facebook and LinkedIn on the web to spread awareness about RRO around the world
Refugee Resettlement Office
1610 South King Street Seattle, WA 98144
Ph(206) 323-3152 Fx(206) 322-7632
volunteer@rroseattle.org

Please check the volunteer position(s) that you are interested in:

☐ Refugee Resettlement Program Assistant
☐ Employment Program Assistant
☐ ESL Tutor
☐ Local Community Outreach Developer
☐ West Seattle House Volunteer
☐ Other _________________________

Why did you choose the volunteer position listed above?

__________________________________________________________________________________

__________________________________________________________________________________

What skills and experience would you bring to the Refugee Resettlement Office?

__________________________________________________________________________________

__________________________________________________________________________________

Have you ever volunteered before? YES ☐ NO ☐

If yes, please provide the information regarding your most recent volunteer experience:

Name of agency: __________________________ Phone No: ______________________

Address: __________________________ City: ____________ State: ______

Name of supervisor: __________________________

How long did you volunteer there: ____________

What did you like best about your previous volunteer experience?

__________________________________________________________________________________

__________________________________________________________________________________

What do you hope to learn from your experience here?

__________________________________________________________________________________

__________________________________________________________________________________

Have you been convicted of felony within the last 7 years? YES ☐ NO ☐
References:

1. ____________________________________________________________
   Name ____________________________ Relationship ____________
   Telephone No ____________________________

2. ____________________________________________________________
   Name ____________________________ Relationship ____________
   Telephone No ____________________________

3. ____________________________________________________________
   Name ____________________________ Relationship ____________
   Telephone No ____________________________
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By my signature below, I authorize contact of references for my placement in a position, and to make any investigation of any personal, educational, vocational, or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Refugee Resettlement Office with information they have regarding me. I hereby release and discharge Refugee Resettlement Office and those who provide information from any and all liability as a result of furnishing and receiving this information, and I understand that this information is confidential.

Background Check:
By my signature below, I authorize the Refugee Resettlement Office to perform a check on my background including criminal record, driving record, past employment/volunteer history, educational/professional status, physician or therapist check and other persons, or sources as appropriate for the volunteer jobs in which I have expressed an interest.

I understand that I do not have to agree to this background check, but that refusal to do so may exclude me from consideration for some types of volunteer work. I understand that information collected during this background check will be kept confidential.

Volunteer Policies and Procedures:
I understand that all RRO volunteers are subject to RRO's volunteer policies and may be in effect, a copy of which may be made available, and by my signature below I agree to be bound by the terms of such policies. I understand that such policies may be changed at any time without notice.

________________________  _______________________
Volunteer Signature         Print Name

_____________________
Date

Thank you for your interest in volunteering at our organization!