

Last Name

First Name

Individual Volunteer Application Form



Application Date: _____

Date/Time you would like to begin: _____

ADULT
18 +

TEEN 16-17
High School

Please fax or mail this application to:

Megan Campbell
HR Representative and Volunteer Coordinator
Goodwill Industries of Southwestern Michigan
420 E. Alcott Street Kalamazoo, MI 49001
Phone: 269-382-0490 Fax: 269-382-9923

- The completion of this application gives permission to Goodwill of Southwestern Michigan to perform a criminal check as necessary. It also serves as a release form to use photographs, interviews, video and/or sound recordings for public relations purposes.

“Goodwill Industries of Southwestern Michigan provides education, training and career support services to people with barriers to employment so they can maximize their employment potential.”

Please fill out all information completely!

At which location do you wish to volunteer?

Alcott
(Kalamazoo)

Allegan

Benton Harbor

Milham
(Portage)

Paw Paw

Plainwell/Otsego

Richland

Special Events

Sturgis

Three Rivers

West Main
(Kalamazoo)

Other _____

Contact Information – Please Print Clearly

First name	Middle initial	Last name
Address		Apt. #
City	State	Zip code
Home number	Date of Birth	E-mail

Background Information

This information will only be used to secure an accurate criminal background check.
All information must be complete for your application to be considered.

Please circle the ethnicity that most accurately describes you. Choose only one.		Gender Choose one.
American Indian	Alaskan Native	Male
Pacific Islander	Asian	Female
Black	White	

For GW use:	
Determination	_____
Orientation Complete	_____
Exit Sent	_____
Revised 3/10	

Work and Education Experience	
Current employer	Circle highest grade completed
Work phone	High School 9 10 11 12 Graduation date
Position Title (if any)	College 1 2 3 4 Graduation date
Work address	College major

Are you required to volunteer to satisfy a school requirement? YES NO
If yes, by whom? _____ **How many hours?** _____ **Deadline?** _____

Are you required to volunteer by court order? (circle one) YES NO
If yes, by whom? _____ **How many hours?** _____ **Deadline?** _____

Have you ever been convicted of a misdemeanor or felony? YES NO
 If yes, please list all offences and the year each occurred.

Are there any current charges pending against you? YES NO
 If yes, please explain: _____

Please provide a name and phone number of someone we can contact in case of an emergency:

SKILLS/PREFERENCES	AVAILABILITY										
What volunteer service(s) would you like to perform?	Please check boxes for the time frame in which you would like to volunteer (Daily, Weekly, Monthly, etc.)										
<input type="checkbox"/> Retail <input type="checkbox"/> Any											
<input type="checkbox"/> Administrative <input type="checkbox"/> Other	Daily	PLEASE SPECIFY EXACT HOURS YOU CAN WORK EACH DAY IN BOXES BELOW.									
Please list dates you would like to volunteer:	Weekly		Su	M	Tu	W	Th	F	Sa		
Starting Date:	Monthly	Morning									
Ending Date:	Call me when needed	Afternoon									
If no ending date, check here: ___	Other (work experience)	Evening									

Please list any strengths/skills you may possess:

Please list any special accommodations you may need to volunteer with Goodwill. See below (A or B).

A. Other special instructions that we may need to know about:

B. If there will be a job coach present, please provide name/number: _____

How did you hear about our Volunteer Program? _____

Would you be willing to become a full-time or part-time Goodwill volunteer?
 YES full-time (8+ hours a month) YES part-time (8+ hours a year) NO

Goodwill Industries of Southwestern Michigan commits to the following:

- To do the very best we can to make your volunteer experience productive and rewarding.
- To provide adequate information, training and assistance for each volunteer to be able to meet the responsibilities of his or her commitment.
- To ensure diligent supervisory aid to the volunteer and provide feedback on performance.
- To respect the skills, dignity and individual needs of the volunteer.
- To be receptive to any comments from the volunteer regarding ways we can better accomplish our respective tasks.
- To treat the volunteer as an integral member of the Goodwill team, jointly responsible for completion of the Goodwill's mission.

I, the volunteer, understand and agree that:

- My answers are true and complete to the best of my knowledge.
- That false or misleading information given in my application or interview may result in dismissal from volunteering services.
- That I am required to abide by all rules and regulations of Goodwill Industries of Southwestern Michigan.
- That I authorize Goodwill Industries of Southwestern Michigan to secure a criminal conviction history report from the appropriate law enforcement agency.

I, the volunteer, have read and understand the policies and procedures of Goodwill of Southwestern Michigan

Volunteer Name (please print legibly)

Signature

Date

Parent/Guardian (please print legibly)

Signature

Date

Supervisor (please print legibly)

Signature

Date

Instructions: Mail or fax this signed commitment with your volunteer application.

Goodwill of Southwestern Michigan

420 E. Alcott Street Kalamazoo, MI 49001

MAIN 269-382-0490 FAX 269-382-9923 WEB www.goodwillswmi.org