

VOLUNTEER/INTERNSHIP APPLICATION



PLEASE PRINT CLEARLY!

To apply, complete this application and return as directed below. If you are applying for an internship for academic credit, please also include a current résumé and cover letter.

Depending on your assignment, you may be required to obtain or provide an ADPS fingerprint clearance card, first aid & CPR certification, immunization records, annual tuberculosis screening, driver insurance & driving record check. Some of these may require a one-time, out-of-pocket administrative fee. In most cases, you also will be asked to sign a confidentiality agreement, professional ethics policy, and a drug-free workforce agreement; submit a notarized criminal history affidavit; provide three professional references; and attend required training sessions provided by the agency. If you have any questions or concerns about the volunteer application and screening process, please contact the Volunteer Services Coordinator at 520-795-8001.

Complete this form in its entirety and return to the volunteer manager

In person or by mail to:

**Volunteer Services Coordinator
2545 E. Adams St., Tucson, AZ 85716**

Email in PDF format to: volunteer@emergecenter.org

Fax to: 520-795-1559

Today's Date _____

Legal Name _____

Preferred to be called (nickname) _____

Emerge! volunteers must be at least 18 years of age to work at Shelter; 16 years of age to work at Angel Children's Center (minors may be accepted for some special events and projects).

Date of Birth ____/____/____

Home/Other Phone (____) _____

Work Phone (____) _____

Cell Phone (____) _____ OK to Text Me

Best Time to Call You? _____

Preferred Method of Contact: No Preference E-mail Home Work Cell Text Mail

E-mail address(es): _____

Current Street Address _____

City _____ State _____ Zip _____

Permanent Street Address (if different from above) _____

City _____ State _____ Zip _____

EMERGENCY CONTACT

Emergency Contact: _____

Relationship: _____ Phone (_____) _____

Secondary Contact if first is unavailable: _____

Relationship: _____ Phone (_____) _____

LENGTH OF COMMITMENT

Most Emerge! volunteer and internship roles require extensive screening and training; thus, we prefer a minimum one-year commitment of volunteer service. Are you able to make at least one year commitment to volunteering? Yes No Not sure

Comments: _____

POSITION(S) OF INTEREST

Direct Service

- Shelter** *general shelter help, broad range of duties*
- Community-Based Services** *make referrals and appointments, admin support*
- Children's Program** *support groups for children in shelter*

Community Service (court-ordered)

Hours needed: _____

Deadline for completion _____

Charges: _____

Indirect Service

- Child Care** *Angel Children's Center*
- Child Care** *shelter*
- Community Education** *outreach events ("tabling"), speakers bureau*
- Environmental Services** *landscaping & gardening, painting, repairs*
- Driving/Deliveries**
- Spanish/English Translation or Interpretation**
- Administrative** *data entry, filing & general clerical*
- Donation Center** *sort, inventory, and organize community donations*
- Special Events & Fundraisers**

INTERNSHIP INFORMATION

STUDENTS ONLY

Emerge! strives to provide a dynamic learning experience for students with interests in human services and related non-profit operations and administration.

Major/Field of Study: _____ Degree: _____

College or University: _____

Expected Date of Graduation: _____

Number of hours required: ____ total per semester work per week

Credits hours attempted: ____ Start date: _____ End date: _____

If possible, please attach a copy of any learning objectives, contracts, or other documentation your school requires for the internship.

Please initial: _____ I understand Emerge! requests a minimum one-year (two-semester) commitment for most positions, regardless of the time required by my school. (Student work schedules generally follow the appropriate academic calendar, including holidays, summer, and spring break schedules.)

SKILLS & EXPERIENCE

EMPLOYMENT HISTORY

Please list your current employer and any previous professional experience that is helpful/relevant Emerge!'s mission to create, sustain, and celebrate a life free from abuse.

Retired or not currently employed My employer has a gift matching or volunteer incentive program

CURRENT EMPLOYER	JOB TITLE	DATES
RELATED PROFESSIONAL EXPERIENCE	JOB TITLE	DATES

VOLUNTEER/OTHER EXPERIENCE

Please list any previous volunteer experience that would be helpful in helpful/relevant in volunteering with Emerge!.

ORGANIZATION	ACTIVITY/ROLE	DATES

I am a survivor of abuse Someone close to me is a survivor/victim of abuse

Have you ever been an Emerge!, Brewster Center, or TCWC program participant or service recipient?

Yes No If yes, please provide the approximate last date of participation: _____

Have you ever been an Emerge!, Brewster Center, or TCWC employee, volunteer, or intern? Yes No

If yes, please provide the approximate last date of participation: _____

LANGUAGE AND SKILLS

All volunteers must be able to successfully complete several hours of training, which is conducted in English.

What is your preferred language? _____

English: Read Write *SPEAK:* Fluent Conversational Basic

Spanish: Read Write *SPEAK:* Fluent Conversational Basic

ASL: Fluent Conversational Basic

Other: _____

Read Write *SPEAK:* Fluent Conversational Basic

List any other special skills, training, or certification that might be relevant to your work at Emerge!.

List any special assistance to support your needs or other information you want us to know:

What do you hope to gain from your experience with Emergel?!

How did you hear about our Volunteer Program? If referred by a person/agency, please provide name:

LEGAL INFORMATION*

**As a volunteer/intern, you will be asked to sign a Criminal History Self-Disclosure Affidavi; Confidentiality Agreement and a Drug-Free Workplace Policy Agreement. Most volunteer positions also require fingerprint clearance from the Arizona Department of Public Safety.*

- Have you ever been convicted of a criminal offense?..... Yes No
- Have you ever been charged with child abuse or neglect?..... Yes No
- Have you ever been charged with domestic violence? Yes No
- Do you use illegal drugs? Yes No

If you answered yes to any of these questions, please explain and provide dates of offense.

REFERENCES

All volunteers and interns are required to provide 1 personal reference (**DO NOT LIST FAMILY MEMBERS**) and 2 professional references. Please provide the **Personal/Professional References Form** to your references and ask them to complete and return the form to the address indicated. References must be received prior to beginning volunteer work. Forms may be downloaded from our Web site: www.emergecenter.org.

By signing below, I authorize Emerge! Center Against Domestic Abuse to check my references and verify the information I have provided.

I further agree that I am verifying that everything on this application is true to the best of my knowledge and giving misleading information will be grounds for ending my placement.

SIGNATURE

PRINTED NAME

DATE
