

# 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](mailto: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!.

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

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

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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.

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**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](http://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**

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**DATE**

# Volunteer Availability Schedule



Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Emerge! shelters operate 24 hours a day, 365 days a year. (Not all programs operate 24 hours.) Please place an X in the boxes when you are NOT available or able to work. A blank space indicates you would be available to work. This schedule indicates general availability; exceptions/absences/vacations handled as they arise. You are not making a commitment to these times, only indicating times you are generally available on a regular basis for the next several months.

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
<b>Overnight</b> <small>shelters only</small>							

<b>Known/Anticipated Absences (trips, weddings, spring break, etc.) - next 90 days</b>

<b>FOR OFFICE USE ONLY</b>
<input type="checkbox"/> _____
<input type="checkbox"/> Spanish
<input type="checkbox"/> Internship # Credits _____ # Hours _____
<b>NOTES</b>