



# Program Volunteer Application

Only authorized 2-1-1 Big Bend, Inc. staff has access to completed applications.  
If you feel uncomfortable about answering any specific questions in writing,  
please talk with a member of 2-1-1 Big Bend Staff.

## General Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Other Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you fluent in:

Spanish? YES NO

Haitian/Creole? YES NO

Other? (please specify): \_\_\_\_\_

Are you 18 years or older? YES NO

How long do you plan to live in Tallahassee? Less than 1 yr 1 yr 2 yrs 3 yrs +

Are you currently enrolled in college? YES NO

If yes: please list your college, year, and major: \_\_\_\_\_

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred or do you have criminal charges pending? YES NO

If Yes, please give dates and details of each:

\_\_\_\_\_  
\_\_\_\_\_

**References**

Please list three references, preferably two professional (*employer, academic professor, etc.*) and one personal (*not a relative*). If you do not have a professional reference, please list personal references.

Professional Reference Name	Position/ Organization	Dates of Employment	Address	Phone
Professional Reference Name	Position/ Organization	Dates of Employment	Address	Phone
Personal Reference Name	Relationship to You	Length of Relationship	Address	Phone

**Use of Hotlines**

I have contacted Helpline 2-1-1, Parent Helpline, Lifeline, or another 2-1-1 Big Bend counseling hotline for assistance within the past year.

YES NO

*Use of our hotlines will not necessarily affect your suitability for our volunteer program.*

## Volunteer Activities

At 2-1-1 Big Bend you may volunteer in many different capacities and have different roles within our agency. Listed below are some of the opportunities we provide for our volunteers. Please check the box next to the tasks in which you are interested.

**Administration**

Help maintain and organize the agency filing system. Perform basic office tasks such as copying, indexing notebooks, and compiling billing.

**Information and Referral**

Scan area newspapers, newsletters, web pages, and related material to identify new human service programs, changes in existing services, short term events and information. Assist with the annual data collection survey process implemented to update listings in databases. Enter data into intranet database and edit database entries.

**Public Relations**

Prepare and distribute 2-1-1 Big Bend promotional materials. Collaborate with different forms of media (e.g. TV stations, radio stations, billboard companies, etc.) to obtain placement of public service announcements. Assist in outreach efforts involving volunteer recruitment drives by distributing posters and leaflets to campuses and the greater Tallahassee area.

**Special Events**

Encourage volunteer and staff participation in agency events. Solicit donations from local businesses. Produce event-related materials (e.g. invitations, programs, thank you cards). Help with event decorations and preparation. Staff booths or tables at volunteer fairs and community events. Represent 2-1-1 Big Bend and explain our services at local functions. Increase public awareness of our agency.

## Word Processing/Computer Skills

2-1-1 Big Bend, Inc. volunteers sometimes use computer software to complete different tasks. Please indicate your proficiency in the following areas:

1. Ability to operate programs based in Microsoft Windows:

Below Average

Competent

Excellent

2. The ease at which you learn unfamiliar programs based in Microsoft Windows:

Below Average

Competent

Excellent

3. Your typing speed/accuracy:

Below Average

Competent

Excellent

4. Your skill level in searching for information on the Internet:

Below Average

Competent

Excellent

**Experience**

Please tell us about any present or prior work or volunteer experience..  
*Experience is not required to be accepted as a volunteer with our program.*

Employer:  Address:  City/State/Zip:  Telephone:	Dates Employed:	Position:  Supervisor:	Description of duties:	Reason for leaving:
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**Agreement**

By signing this application, I certify that all of the information that I provide on this application and in any interview will be true, complete and accurate. I understand that if I am selected as a volunteer and any such information is later found to be false or misleading in any respect, I will be dismissed. I further understand that 2-1-1 Big Bend may contact my previous employers and I authorize those employers to disclose to 2-1-1 Big Bend all records and other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me to 2-1-1 Big Bend. I also authorize 2-1-1 Big Bend to provide truthful information concerning my volunteer work to my future prospective employers and I agree to hold it harmless for providing such information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*It is the policy of 2-1-1 Big Bend to provide equal employment opportunities and non-discrimination practices. 2-1-1 Big Bend will advertise for, recruit, and employ qualified personnel and recruit qualified volunteers, without regard to age, race, creed, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, veteran status, marital status, or genetic information. No employee or volunteer will be subjected to discrimination in employment conditions or volunteer working practices of the Agency. The President is charged with the responsibility of ensuring the Agency's compliance with this policy.*