



## VOLUNTEER APPLICATION FORM

**Please fill out the following contact information:**

**1. Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: (H):** \_\_\_\_\_ **(C):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Emergency Contact Person:**

**2. Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**EDUCATION:**

**3. Are you currently a student?:**

Yes  No

**High School:** \_\_\_\_\_

**College:** \_\_\_\_\_

**Area of Study:** \_\_\_\_\_

**EMPLOYMENT**

**4. Are you currently employed?:**

Yes  No

**If No, are you retired?** \_\_\_\_\_

**Name of Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**5. REFERENCES (Two persons who have knowledge of your work/volunteer experience)**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Name 2:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**6. PERSONAL SKILLS and INTERESTS (please lists)**

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**7. COMPUTER SKILLS**

**Are you skilled in the following?**

**Word Processing**

**Excel**

**PowerPoint**

**Internet Explorer**

**Other (please describe below)**

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**8. Language abilities**

- English
  - Spanish
  - Portuguese
  - Russian
  - Other \_\_\_\_\_
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**9. Please check the volunteer opportunities that interest you.**

- Grant research and writing
- Fundraising and event planning
- Marketing and public relations
- Database Management
- Administrative and Clerical duties
- Development Committee
- Marketing Committee
- Education Committee
- Finance Committee

**Which volunteer opportunity is your first preference?**

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**HOURS AVAILABLE FOR SERVICE**

- Monday: From: \_\_\_\_\_ To: \_\_\_\_\_
- Tuesday: From: \_\_\_\_\_ To: \_\_\_\_\_
- Wednesday: From: \_\_\_\_\_ To: \_\_\_\_\_
- Thursday: From: \_\_\_\_\_ To: \_\_\_\_\_
- Friday: From: \_\_\_\_\_ To: \_\_\_\_\_
- Saturday: From: \_\_\_\_\_ To: \_\_\_\_\_
- Sunday: From: \_\_\_\_\_ To: \_\_\_\_\_

**10. Date available to start:**

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**11. Why do you want to volunteer at Lupus Foundation New England?**

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**12. Is this a required community/school service?**

Yes  No

**13. Hours required?**

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**14. Contact person for Service Accountability (name & phone)**

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**\*Note: The Lupus Foundation New England reserves the right to choose qualified candidates whose skills and experiences meet the needs of the foundation.\***