VOLUNTEER/INTERNSHIP APPLICATION FORM

Please Print Clearly

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (   ) _____ Cell Phone: (   ) _____

Preferred E-Mail: _____

Emergency Contact: _____ Phone: _____

Please check all that apply:

_____ Current or Former Head Start Parent Volunteer   _____ Community Volunteer

_____ Professional Volunteer   _____ Student Volunteer/Internship

Graduate/Undergraduate (please circle)

For Student Volunteers/Internship Applicants Only:

Do you have a specific timeframe to complete your volunteer hours? Yes / No
If Yes, Available Dates: _____ Completion Date: _____
Does your Volunteer Assignment Require a Supervisor to hold a specific degree? Yes / No
If Yes, please specify _____

Currently enrolled? Yes / No If Yes - Name of School: _____
Highest Grade Completed: _____ Major/Degree: _____

Certifications/Licensures _____

Please list any languages you are able to speak, read, or write fluently: _____
_____

Head Start Volunteers are subject to a criminal background check.
If you are selected to volunteer at a Head Start/Early Head Start Child Development Center additional information will be required to conduct the check prior to the start of the volunteer arrangement.
(See also Criminal Release Form)

Please mark all areas and locations you are interested in.

____ **Head Start/Early Head Start Child Development Centers (children birth – age 5)**
     ____ Working with children in the classroom   ____ Assisting with clerical duties
     ____ Assisting with kitchen   ____ Leading or assisting with arts and crafts
     ____ Other (please specify) _____
     Locations: ___ *Luling*   ____ *Lockhart*   ____ *San Marcos*   ____*Kyle*

____ **Adult Education**
     ____ Tutoring in Reading   ____ Tutoring in ESL (English as a Second Language)
     ____ Tutoring in Math   ____ Research Project
     ____ Tutoring in Science   ____ Career Counseling
     ____ Other (please specify) _____
     Locations: ____ *San Marcos*   ____ *Kyle*   ____*Bastrop*   ____ *Leander*
                        ____ *Lockhart*   ____ *Round Rock* ____ *Marble Falls*

____ **Senior Citizen Center**
     ____ Leading or assisting with arts and crafts   ____ Assist with serving congregate meals
     ____ Other (please specify) _____
     Locations: ____ *San Marcos*

____ **Health Clinics – only eligible for students pursing Nursing Degree, CNA, CMA or related**
     ____ Assisting with phones   ____ Assisting with Clinic
     ____ Other (please specify) _____
     Locations: ____ *Lockhart*   ____ *San Marcos*   ____ *Kyle*

____ *Rural AIDS Services Program (RASP)*
     ____ Assisting with clerical duties   ____ Assisting with phones
     ____ Assisting food bank   ____ Some client interaction
     ____ Other (please specify) _____
     Locations: ____*San Marcos*   ____ *Lockhart*   ____ *Elgin*

____ *Breast & Cervical Cancer Outreach (BCCS)*
     ____ Assisting with clerical duties   ____ Assisting with phones
     ____ Assisting food bank   ____ Some client interaction
     ____ Outreach
     ____ Other (please specify) _____
     Locations: ____ *San Marcos*   ____ *Georgetown*

____ **Youth Services**
     ____ Assisting with clerical duties
     ____ Other (please specify) _____

____Parents as Teachers

    ____ Assisting with clerical duties   ____ Assisting with phones

    ____ Other (please specify) _____

    Locations: ____*Hays County*   ___*Caldwell County*

____Administrative Office

    ____ Reception/Front Desk and Administrative Duties

    ____ Other (please specify) _____

==**Please return completed forms to Human Resources:**==

Mail: PO Box 748 San Marcos, TX 78667   **Email: hrdept@communityaction.com**

In-Person: 215 S. Reimer Ave Ste. 130 San Marcos, TX 78666   **Fax: 512-396-4255**

Staff Use Only:

Task Assigned _____

Hours _____   *In-Kind / Value* _____