

Refugee Resettlement Office

1610 South King Street * Seattle * WA * 98144 * tel (206) 323-3152 * fax (206) 322-7632
volunteer@roseattle.org

VOLUNTEER APPLICATION

For office use only	
Date Received	
Staff Initial	
Accepted?	

Legal Name: _____ **Social Security No:** ____ - ____ - _____

Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Date of Birth: __/__/____ **Drivers License No:** _____

Phone No: (____) _____ - _____ **Alternative Phone No:** (____) _____ - _____

Email: _____ **Best time to be reached:** _____

Please mark "X" in the time slots that you are available to volunteer

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

How many hours per week/month are you available to volunteer? _____

How many months are you interested in volunteering with the RRO? _____

Please check all things you like to do:

- Help around the office: make follow-up phone calls, schedule appointments, run errands during the day (like going to the post office)**
- Work directly with clients: help with filling out applications for various RRO services, give orientation to newly arrived refugees**
- Work directly with staff: assist staff members in various programs administration**
- Organize events: help coordinate annual fundraising dinner, holiday parties, donation drives**
- Build network with the local community: visit local community centers, churches, mosques, and synagogues to hand out flyers and promote RRO programs and to spread awareness about RRO**
- Build network with the global community: set up and host blogs and social networking pages such as Facebook and LinkedIn on the web to spread awareness about RRO around the world.**
- ESL (English as a Second Language) teaching assistant and tutor.**

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Please check the volunteer position that interests you:

- | | |
|---|---|
| <input type="checkbox"/> Refugee Resettlement Program Assistant | <input type="checkbox"/> Event Planner |
| <input type="checkbox"/> JumpStart Program Assistant | <input type="checkbox"/> Local Community Outreach Developer |
| <input type="checkbox"/> Employment Program Assistant | <input type="checkbox"/> Web Community Outreach Developer |
| <input type="checkbox"/> Quarterly Newsletter Editor | <input type="checkbox"/> Other _____ |

Why did you choose the volunteer position listed above:

What skills and experience would you bring to the Refugee Resettlement Office?

Have you ever volunteered before? YES NO

If yes, please provide the information regarding your most recent volunteer experience:

Name of agency: _____ Phone No: _____

Address: _____ City: _____ State: _____

Name of supervisor: _____

How long did you volunteer there: _____

What did you like best about your previous volunteer experience?

What did you like least about your previous volunteer experience?

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What do you hope to learn from your experience here?

Have you been convicted of felony within the last 7 years? YES NO

References:

1. _____

Name	Relationship	Telephone No
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2. _____

Name	Relationship	Telephone No
------	--------------	--------------

3. _____

Name	Relationship	Telephone No
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By my signature below, I authorize contact of references for my placement in a position, and to make any investigation of any personal, educational, vocational, or employment history. I further authorize any former employer, person, firm, corporation, educational or vocational institution, or government agency to provide the Refugee Resettlement Office with information they have regarding me. I hereby release and discharge Refugee Resettlement Office and those who provide information from any and all liability as a result of furnishing and receiving this information, and I understand that this information is confidential.

Background Check:

By my signature below, I authorize the Refugee Resettlement Office to perform a check on my background including criminal record, driving record, past employment/volunteer history, educational/professional status, physician or therapist check and other persons, or sources as appropriate for the volunteer jobs in which I have expressed an interest.

I understand that I do not have to agree to this background check, but that refusal to do so may exclude me from consideration for some types of volunteer work. I understand that information collected during this background check will be kept confidential.

Volunteer Policies and Procedures:

I understand that all RRO volunteers are subject to RRO's volunteer policies and may be in effect, a copy of which may be made available, and by my signature below I agree to be bound by the terms of such policies. I understand that such policies may be changed at any time without notice.

Volunteer Signature

Print Name

Date

Thank you for your interest in volunteering at our organization!