



Refugee Resettlement Office

1610 South King Street Seattle, WA 98144
 Ph(206) 323-3152 Fx(206) 322-7632
volunteer@rroseattle.org

For office use only	
Date Received	
Staff Initial	
Accepted?	

VOLUNTEER APPLICATION

Name: _____ Phone No: (____) ____ - _____

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

City: _____ State: _____ Email: _____

Zip: _____ Best time to be reached: _____

Date of Birth: __/__/_____

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

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning						
Afternoon						
Evenings						

How many hours per week are you able 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 (i.e. going to the post office)
- Work directly with clients: help with filling out applications for various RRO social services, give orientation to newly arrived refugees as needed
- Work directly with staff: assist staff members in various programs administration
- ESL (English as a Second Language) teaching assistant and tutor
- Work with the Job Development Team to help newly arrived refugees write a resume, search and apply for jobs, and interview practice
- Assist in event planning: 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



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Please check the volunteer position(s) that you are interested in:

- | | |
|---|---|
| <input type="checkbox"/> Refugee Resettlement Program Assistant | <input type="checkbox"/> Local Community Outreach Developer |
| <input type="checkbox"/> Employment Program Assistant | <input type="checkbox"/> West Seattle House Volunteer |
| <input type="checkbox"/> ESL Tutor | <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 do you hope to learn from your experience here?

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



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References:

1.	<hr/>		
Name	Relationship	Telephone No	
2.	<hr/>		
Name	Relationship	Telephone No	
3.	<hr/>		
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!