



# Volunteer Application

Volunteer       Internship

**Instructions:** Please read the application carefully and complete all the sections of the form thoroughly. All information is used for screening and/or statistical purposes only and will be kept strictly confidential. Incomplete applications will be returned to the applicant before consideration.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_ African American      \_\_\_\_\_ Latino/Hispanic  
                         \_\_\_\_\_ Asian American      \_\_\_\_\_ Native American  
                         \_\_\_\_\_ Caucasian      \_\_\_\_\_ Bi-Racial: \_\_\_\_\_

If not listed, please specify: \_\_\_\_\_

Employment Status:     Full-time     Part-time     Unemployed     Retired     Student

If Employed:

Current Job Title: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer Name & Address: \_\_\_\_\_

Days/Hours of Work: \_\_\_\_\_ Date Started: \_\_\_\_\_

May we add your employer to our mailing list?  Yes  No

Contact Name & Title: \_\_\_\_\_

*(please list your work history on a separate sheet or attach a resume.)*

Please list any languages other than English in which you are fluent: \_\_\_\_\_

Have you ever been arrested for any crime (besides traffic violations)? \_\_\_\_\_ If yes, please describe  
*(will not necessarily eliminate you from consideration):* \_\_\_\_\_

How did you learn about Maryland CASA Association? \_\_\_\_\_

Please check any areas in which you are interested in volunteering:

- \_\_\_\_\_ Office Assistant (assist in office with data entry, filing, word processing, etc.)
- \_\_\_\_\_ Fundraising (assist with fundraising activities, including grants, direct mail, events, etc.)
- \_\_\_\_\_ Legal/Legislative (assist with legal research, tracking and summarizing bills, contacting legislators to educate about CASA, child abuse, etc.)
- \_\_\_\_\_ Newsletter production (desktop publishing, scanning photos, bulk mailing, etc.)
- \_\_\_\_\_ Program Services (assist with gathering & compiling information and statistics, report writing, program evaluation, new program development, etc.)
- \_\_\_\_\_ Public Awareness/Volunteer Recruitment (assist in community outreach activities and events, volunteer fairs, conferences, coordinating awareness events, media contacts, etc.)
- \_\_\_\_\_ Web Master (make periodic changes/updates to web site)
- \_\_\_\_\_ Event Planning (assist with planning fundraising events, corporate events, legislative receptions and other events)

Days and hours you are available to volunteer: \_\_\_\_\_

Number of hours per week you are available: \_\_\_\_\_

If time-limited (e.g. student internship), dates you are available: \_\_\_\_\_ to \_\_\_\_\_

Why are you interested in volunteering with Maryland CASA Association? \_\_\_\_\_

Please describe any skills or experience that will benefit the organization: \_\_\_\_\_

What do you hope to gain from your volunteer experience? \_\_\_\_\_

In case of emergency, please contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

**Education:**

Highest Level of Education Completed: [ ] High School/GED [ ] A.A./2-year college  
[ ] 4-year college [ ] Graduate degree [ ] Post Graduate/Doctorate [ ] Other: \_\_\_\_\_

Degree Received: \_\_\_\_\_ Last school attended: \_\_\_\_\_

Please describe any additional training/education: \_\_\_\_\_

**References:**

Please list three non-related references, including personal and professional (e.g. teacher, friend, employer, etc.):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

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

By signing below, I certify that all information provided in this application is accurate. Further, I understand the sensitive nature of the work conducted by Maryland CASA Association and hereby permit the organization to perform any screening necessary to ensure my suitability for volunteer work.

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

***Please return completed application to Maryland CASA Association,  
402 W. Pennsylvania Avenue, Towson, MD 21204 or email to ed@marylandcasa.org.***

**Office Use only:**

Date Received: \_\_\_\_\_

Contacts: \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Outcome: \_\_\_\_\_