

# Cornell Cooperative Extension of Rensselaer County Volunteer Application

**Part I** – All applicants must complete this part. **Position desired** \_\_\_\_\_

**Name** \_\_\_\_\_  
(Last) (First) (Middle)

**Address** \_\_\_\_\_  
(Street/PO Box) (Town) (Zip + 4)

**E-mail address** \_\_\_\_\_ **Have you passed your 18<sup>th</sup> birthday?** \_\_\_\_\_

**Phone: Day** \_\_\_\_\_ **Night** \_\_\_\_\_  
(Best time to call) (Best time to call)

**Driver's License #** \_\_\_\_\_

**Note:** Your motor vehicle driving record will be checked if the volunteer position you seek involves transportation of others in your personal vehicle or use of Cornell Cooperative Extension vehicles.

**Accommodations:** Given the expectations and essential functions of the volunteer position for which you are applying, describe any physical or health accommodations that may be needed.

\_\_\_\_\_  
\_\_\_\_\_

**Volunteer History:** If you have ever been involuntarily terminated from a volunteer position please tell us when and why? \_\_\_\_\_

\_\_\_\_\_

**Delinquency History:** A criminal record will be evaluated only in relation to the volunteer position for which you have applied; seriousness and nature of offense, time elapsed and rehabilitation will be considered.

Have you ever been convicted of a criminal offense? \_\_\_\_\_ If yes, please give date, nature of the offense and disposition.

\_\_\_\_\_  
\_\_\_\_\_

If the volunteer position you are seeking involves work with children, the elderly or individuals with disabilities, have you ever been held accountable for abuse, maltreatment or neglect? \_\_\_\_\_ If so, please explain.

\_\_\_\_\_

**References:** List two persons **not related to you** who have definite knowledge of your qualifications and can attest to your character. **Complete addresses are needed.**

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

**Address** \_\_\_\_\_  
(Street/PO Box) (Town) (Zip)

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

**How do you know this person?** \_\_\_\_\_

(Over)

(3/19/01)

Name \_\_\_\_\_

Address \_\_\_\_\_

(Street/PO Box)

(Town)

(Zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

I authorize contact of listed references and verification of delinquency history. I release all parties contacted from all liability arising from the provision of requested information. I understand that misrepresentation or omission of facts requested is cause for non-appointment or termination as a Cornell Cooperative Extension Volunteer.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Part II – Applicant Profile: The information requested is used solely for placement and training purposes.**

A. What interests do you wish to pursue or what do you hope to accomplish by serving as a CCE volunteer?

\_\_\_\_\_  
\_\_\_\_\_

B. List volunteer, paid or educational experiences that relate to the volunteer position you seek.

(Activity or Position)

(Organization or Employer) (Dates)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. List any skills, hobbies, interests or languages spoken that might be helpful in your volunteer work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. What time commitment do you initially desire?

1 to 3 months  3-6 months  6-12 months  other \_\_\_\_\_

How much time can you commit on a regular basis? State hours per week or month. \_\_\_\_\_

When are you available? State days of week, times of day and months of year. \_\_\_\_\_

E. If the position you desire involves teaching or working with groups check the audience(s) you prefer.

adults  senior adults  youth – grades \_\_\_ K-2 \_\_\_ 3-5 \_\_\_ 6-8 \_\_\_ 9-12

Please list your interests in working with special needs children, children or adults with disabilities, limited-resource families, or specific ethnic or cultural groups. \_\_\_\_\_

F. Do you have an independent and reliable means of transportation? \_\_\_\_\_

*Cornell Cooperative Extension actively affirms equality of program and employment opportunities regardless of race, color, national origin, religion, disability, age, gender, sexual orientation or marital status.*