

Volunteer Experience

Please look through the following inventory and check the areas in which you are skilled and have an interest to volunteer. If a special need arises, you may be asked to assist in the areas of need. The list does not cover every area of service, so let us know of any additional skills you may be able to use here.

Please check any boxes or experience relevant to a volunteer position (talents, interests, abilities, foreign language, occupational experiences, volunteer experience, experience with a Christian organization, etc.)

(CHECK ALL THAT APPLY)

- | | | |
|--|---|--|
| <input type="checkbox"/> ACCOUNTING | <input type="checkbox"/> JANITORIAL | <input type="checkbox"/> SECRETARY, ADMINISTRATIVE |
| <input type="checkbox"/> ART/GRAPHIC DESIGN | <input type="checkbox"/> MAIL CLERK | <input type="checkbox"/> SECRETARY, CORRESPONDENCE |
| <input type="checkbox"/> BOOKKEEPING | <input type="checkbox"/> MARKETING | <input type="checkbox"/> SHIPPING |
| <input type="checkbox"/> COMPUTER OPERATOR | <input type="checkbox"/> PAYROLL | <input type="checkbox"/> SUPERVISORY EXPERIENCE |
| <input type="checkbox"/> COMPUTER PROGRAMMER | <input type="checkbox"/> PERSONNEL | <input type="checkbox"/> SWITCHBOARD |
| <input type="checkbox"/> DATA ENTRY | <input type="checkbox"/> PRINTING | <input type="checkbox"/> TEN-KEY |
| <input type="checkbox"/> DICTATION EQUIPMENT | <input type="checkbox"/> PROOFREADING | <input type="checkbox"/> TYPING (WPM _____) |
| <input type="checkbox"/> EDITING | <input type="checkbox"/> PUBLIC RELATIONS | <input type="checkbox"/> WORD PROCESSING |
| <input type="checkbox"/> FILING | <input type="checkbox"/> PURCHASING | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> FUND RAISING | <input type="checkbox"/> RECEPTIONIST | |

How did you hear about the Volunteer Program at The Christian and Missionary Alliance?

If related to any staff currently employed by The Christian & Missionary Alliance, please provide name(s) and relationship(s):

How did you hear about the Volunteer Program at The Christian and Missionary Alliance?

Are you 18 years or older? Yes No

Have you ever been convicted of a criminal offense except for minor traffic violations? Yes No

If yes, provide for each conviction: the date, place, and the nature of the offense involved (a conviction record will not automatically disqualify you from consideration, and factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, subsequent rehabilitation will be considered).

Employment Experience

PLEASE LIST YOUR CURRENT/LAST EMPLOYER

EMPLOYER	DATES FROM-TO	POSITION
DUTIES		

May we check with your current/previous employer for a reference? Yes No

Education Background

PLEASE LIST EDUCATION APPLICABLE TO THE POSITION(S) FOR WHICH YOU HAVE APPLIED

SCHOOL & LOCATION	MAJOR	DIPLOMA/DEGREE	GRADUATED (YES/NO)

References

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR

REFERENCE	ADDRESS & PHONE	RELATIONSHIP	YEARS ACQUAINTED

Christian Experience

Are you currently a member of or affiliated with a Christian church or denomination? Yes No

If so, please give name, address and telephone number of your church, and the name of your pastor or minister.

ON THE FIRST PAGE OF THIS APPLICATION IS THE MISSION STATEMENT OF C&MA. DO YOU AGREE WITH, ACCEPT AND BELIEVE THE PRINCIPLES AND BELIEFS SET FORTH IN THIS STATEMENT? **Yes** **No**

WILL YOU AGREE TO ABSTAIN FROM THE USE OF ALCOHOLIC BEVERAGES, TOBACCO OR NARCOTIC DRUGS (OTHER THAN PRESCRIPTION DRUGS) IF YOU ARE CONSIDERED FOR VOLUNTEER OPPORTUNITIES BY OUR ORGANIZATION? **Yes** **No**

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I hereby affirm that every foregoing statement is true and correct to the best of my knowledge and belief; that I have not knowingly withheld any facts or circumstances which may detrimentally affect my volunteer application. If given the opportunity to volunteer at The Christian & Missionary Alliance, I will cheerfully comply with all established regulations and procedures for volunteers.

I understand and agree that if I have provided inaccurate information on this volunteer application form, or at any other step in the volunteer application process, this may result in disqualification from volunteer consideration, regardless of when the inaccuracy is discovered.

I understand and agree that this application form is not intended to be a contract of employment.

I hereby waive and release The Christian & Missionary Alliance and its representatives from any claims that might arise from processing my volunteer application and conducting the background investigations referenced below.

I hereby agree to abide by such principles both in and out of the workplaces.

SIGNATURE OF VOLUNTEER

For confirmation of all foregoing facts and review of my background, character and experience, I willingly grant permission to The Christian and Missionary Alliance to conduct or have conducted a complete reference background investigation concerning me, including a criminal background check.

DATE

SIGNATURE OF VOLUNTEER