

Sample Application for Students with Volunteer Experience

Volunteer History

Most recent volunteer work goes first. (community service or volunteer goes here)

(Examples: If no work history - Teacher's Aide, Tutor, Babysitter/Childcare Provider, Yard Work. See sample applications).

VOLUNTEER

Name of Employer: <i>Boys & Girls Club</i>	Job Title: <i>Recreational Assistant</i>	Date Started: <i>May 2005</i>	Date Ended: <i>Present</i> <small>(means that you are still working there)</small>
	Duties: <i>Assist youth with</i>		
	Address: <i>201 West Orange Avenue</i>	Supervisor's Name: <i>Linda Miller</i>	
	City, State, Zip: <i>South San Francisco, CA 94080</i>	Starting Salary: <i>N/A or VOLUNTEER</i> <small>(means that you did not get paid)</small>	
Phone number: <i>650-589-7090</i>		Reason for leaving: (choose one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, <u>job ended</u> , conflicted with school hours (no longer a problem), present.	

Previous employer

VOLUNTEER

Name of Employer: <i>Jefferson High School</i>	Job Title: <i>Teacher's Assistant</i>	Date Started: <i>September 2004</i>	Date Ended: <i>April 2005</i>
	Duties: <i>Collected papers,</i>		
Address: <i>6996 Mission Boulevard</i>	<i>made copies, ran errands,</i>	Supervisor's Name: <i>Peter Doyle</i>	
City, State, Zip: <i>Daly City, CA 94015</i>	<i>distributed papers to</i>	Starting Salary: <i>N/A or VOLUNTEER</i> <small>(means that you did not get paid)</small>	Ending Salary: <i>N/A or VOLUNTEER</i> <small>(means that you did not get paid)</small>
Phone number: <i>650-550-7700</i>		Reason for leaving: (choose one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, <u>job ended</u> , conflicted with school hours (no longer a problem), present.	

Previous employer

VOLUNTEER

Name of Employer: <i>Jefferson High School</i>	Job Title: <i>Assistant Coach</i>	Date Started: <i>September 2003</i>	Date Ended: <i>May 2004</i>
	Duties: <i>Assisted in</i>		
Address: <i>6996 Mission Street</i>	<i>training and recruiting,</i>	Supervisor's Name: <i>Brenda King</i>	
City, State, Zip: <i>Daly City, CA 94015</i>	<i>responsible for keeping</i>	Starting Salary: <i>N/A or VOLUNTEER</i>	Ending Salary: <i>N/A or VOLUNTEER</i>
Phone number: <i>650-550-7700</i>		Reason for leaving: (choose one) seeking advancement, temporary, career change, relocated, reduction in force, business closed, <u>job ended</u> , conflicted with school hours (no longer a problem), present.	

Other Activities, Certificates, & Awards (Please list any Clubs, Sports, School Activities, etc.)

Examples: Basketball, Baseball, Football, Cheerleading, Yearbook Committee, Student Government (include position held), Latin Club, Tutor (include subject - English, Spanish, Algebra, etc.), Honor Roll.

Availability: What days and times can you work? (NOTE: "OPEN" MEANS ANYTIME ON JOB APPLICATIONS)

SUN	MON	TUES	WED	THUR	FRI	SAT
OPEN	4 PM	N/A	4 PM	5 PM	N/A	OPEN
OPEN	8 PM	N/A	8 PM	9 PM	N/A	OPEN

References

(Examples: Past Supervisors, Coaches, Teachers, Career Counselors, Church Pastor, etc.)

Name of Person: <i>Ms. Linda Miller</i>	Phone # <i>650-589-7090</i>	Business <i>After school program</i>	Relationship to you <i>Supervisor</i>
Name of Person: <i>Peter Doyle</i>	Phone # <i>650-555-5555</i>	Business <i>Education</i>	Relationship to you <i>Teacher</i>
Name of Person: <i>Brenda King</i>	Phone # <i>650-555-5554</i>	Business <i>Education</i>	Relationship to you <i>Coach</i>

TRANSPORTATION: CAR ☒ BUS ☒ OTHER _____ LOWEST WAGE WILL ACCEPT OPEN

TYPE OF WORK SEEKING RETAIL, OPEN

(EXAMPLE: CHILDCARE, RETAIL, FAST FOOD, ETC. IF THERE'S NO PREFERENCE WRITE "OPEN")

DO YOU HAVE A CALIFORNIA DRIVERS LICENSE? NO HAVE YOU EVER BEEN CONVICTED OF A FELONY? NO

Education

School	Name & Address	Last Year Completed (circle)	Degree Received	Subjects / Major
High School	<i>Jefferson High School</i>	1 2 3 <u>4</u>	If not graduated yet, write <i>N/A</i> , <i>Still Attending</i> , or <i>Graduated (Month/Year)</i>	If in high school, write <i>General Education</i>
	<i>6996 Mission Boulevard</i>			
	<i>Daly City, CA 94015</i>			
College	<i>N/A</i>	1 2 3 4		
Other (Training Classes)	<i>ROP (Regional Occupational Program)</i>	<u>1</u> 2 3 4	If you earned a certificate, write it here: <i>Certificate</i>	<i>Completion of MS Office</i>
	<i>271 - 92nd Street</i>			
	<i>Daly City, CA 94015</i>			

Additional Information to include on job applications:

Skills / Qualities

- | | | | | | |
|---|--------------------------------------|---|---|--|---------------------------------------|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Team Player | <input type="checkbox"/> Child Care (babysitting) | <input type="checkbox"/> Stock/Inventory | <input type="checkbox"/> Hard-working | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Cash handling | <input type="checkbox"/> Organized | <input type="checkbox"/> Punctual | <input type="checkbox"/> Answer phones | <input type="checkbox"/> File documents | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Quick learner | <input type="checkbox"/> Bilingual | <input type="checkbox"/> Knowledgeable with office machines (fax, copy) | <input type="checkbox"/> Housekeeping/ cleaning | <input type="checkbox"/> Warehouse | |
| <input type="checkbox"/> Computer skills | <input type="checkbox"/> Tutor | <input type="checkbox"/> Data entry | <input type="checkbox"/> Landscape/Yard work | <input type="checkbox"/> Works well under pressure | <input type="checkbox"/> Flexible |
| <input type="checkbox"/> Takes initiative | <input type="checkbox"/> Sales | <input type="checkbox"/> Positive attitude | <input type="checkbox"/> Detail-oriented | <input type="checkbox"/> Follows direction well | <input type="checkbox"/> Self-starter |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Committed | <input type="checkbox"/> Dependable | <input type="checkbox"/> Mechanically inclined | <input type="checkbox"/> Responsible | <input type="checkbox"/> Independent |

Signature _____

Date _____