



ABDC'S VOLUNTEER TAX & LOAN PROGRAM VOLUNTEER APPLICATION



Personal Contact Information

Please clearly print your Full Name as it appears on your State I.D. (required for booking airline tickets for travel)

First	Middle	Last

Mailing Address

City, State Zip

Phone #1: Home ☐ Work ☐ Cell ☒ (circle one) Phone #2: Home ☐ Work ☐ Cell ☒ (circle one) Phone #3: Home ☐ Work ☐ Cell ☒ (circle one)

E-Mail Address #1: Work ☒ Personal ☐ (circle one)

E-Mail Address #2: Work ☐ Personal ☒ (circle one)

Employer or University	Unisex T-Shirt Size

Date of Birth* (MM/DD/YYYY)	Height (F' I")	Weight* (lbs.)

* Required for purchasing airline tickets

Emergency Contact Information

First	Last

Relationship to You

Mailing Address

City, State Zip

Phone #1: Home ☐ Work ☐ Cell ☒ (circle one) Phone #2: Home ☐ Work ☐ Cell ☒ (circle one) Phone #3: Home ☐ Work ☐ Cell ☒ (circle one)

Program Questions

Have you ever been convicted or plead guilty to a crime other than minor traffic violations? ☐ No ☒ (circle one)

If Yes, please explain. _____

We ask this question in an effort to assure your safety and the safety of those we serve; your answer will not necessarily disqualify you from participating in the program.

Are you willing to travel on: ☐ Weekends ☐ Weekdays ☒ Both (circle one)

How many trips would you be willing to travel on? ☐ 1 ☐ 2 ☐ 3 ☒ 4 or more (circle one)

Are you comfortable being subjected to the extreme temperatures and weather conditions in rural Alaska? ☒ Yes ☐ No (circle one)

Are you comfortable with travelling in small airplanes, ATVs, or snow machines? ☒ Yes ☐ No (circle one)

Are you comfortable sharing a workspace/sleeping area with members of the opposite sex? ☒ Yes ☐ No (circle one)

Please indicate that you understand the following: upon acceptance into the Volunteer Tax and Loan Program you will be required to submit a refundable \$200 deposit to ABDC. ☒ Yes ☐ No (circle one)

Please see reverse side for further questions

Please explain why you are interested in volunteering for this program. _____

Personality Questions

Please describe your personal strengths (*communicate well with others, outgoing, problem solver, etc.*) and abilities (*tax prep experience/knowledge, customer service, management/supervising experience, work well with other cultures, etc.*) that you feel will benefit the program. _____

Please list any programs that you have volunteered with in the past (*you may include ABDC*). _____

My volunteer work has generally been limited to outreach programs through my undergraduate university including community awareness programs regarding weather hazards and information, community beautification projects (i.e., painting schools, cleaning up parks, planting community gardens), and promoting university resources for women.

Do you have any physical limitations? Please circle any that apply (*travelling within rural Alaska can be physically demanding; you will be required to lift and carry heavy objects to include 50 lbs. in addition to your personal gear; your answers will not necessarily disqualify you from participating in the program*).

Allergies	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Lifting Restrictions	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Sea Sickness	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Back Problems	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Motion Sickness	<input type="radio"/> Yes	<input checked="" type="radio"/> No	Fear of Flying	<input type="radio"/> Yes	<input checked="" type="radio"/> No


Any Other: _____

Please explain any additional information or special needs you have that you feel should be brought to ABDC's attention. _____

Authorization

By signing below, you agree to abide by the policies and procedures set forth by the Alaska Business Development Center, Inc., you understand that you will be volunteering at your own risk and that the organization, its employees and affiliates, cannot assume any responsibility or liability for any accident, injury or health problem which may arise from any volunteer work you preform, and you agree that all information you have provided in this application is true and complete to the best of your knowledge.

Signature



Date

14 Oct. 2013

Printed Name

Submittal Information

Please submit this signed application by fax, email, or in person to:

Alaska Business Development Center, Inc.

840 K Street, Suite 202
Anchorage, Alaska 99501
Phone: (907) 562-0335
Fax: (907) 562-6988
rebecka@abdc.org

Please submit the following with your signed application:

Current version of your resume;
Two references (character and/or professional); and a
Letter of recommendation (*student volunteers only*).

Thank you for your interest in ABDC's Volunteer Tax & Loan Program. ABDC staff will contact you at their earliest convenience. If you are new to the program and pass the initial screening phase, ABDC staff will request an interview with you. If you have any questions whatsoever please contact ABDC as needed.