



# 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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E-Mail Address #1: Work ☒ Person ☐ (circle one)

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

Employer or University	Unisex T-Shirt Size
<input type="text"/>	<input type="text"/>

Date of Birth* (MM/DD/YYYY)	Height (F' I")	Weight* (lbs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Required for purchasing airline tickets

## Emergency Contact Information

First	Last
<input type="text"/>	<input type="text"/>

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)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 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*). \_\_\_\_\_

\_\_\_\_\_

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
	

Printed Name

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## 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](mailto: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.