VOLUNTEER/INTERNSHIP APPLICATION

We want to have a complete understanding of your qualifications, motivations, and interests so that we can make careful and deliberate decisions that will benefit both our Company and our Volunteers/Interns. Please answer the following questions honestly, completely, and thoughtfully.

We do not discriminate on the basis of race, color, religion, national origin, sex, age, genetic information, marital status, veteran or military status, disability, sexual orientation, gender identity, or any other classification protected by federal, state, or local law. We do comply with the Federal Drug-Free Workplace Act.

Name: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP: _____

Primary Phone: ( ) _____ Secondary Phone: ( ) _____

Volunteers/interns must be age 18 or over. Are you age 18 or older? (Circle One) No Yes

Interest in Coleman

What are you interested in? (Circle Only One) Intern Volunteer Job Shadowing Practicum

If supervision is required, which level of license is required to supervise you? _____

If you are interested in an internship, explain the specific requirements as stated by your school:

_____

_____

_____

_____

Which County/Counties are you interested in volunteering/interning? (search locations at www.colemanservices.org/locations/ though some may not be a viable option)

_____

_____

Have you ever worked for or volunteered/interned with Coleman? (Circle One) No Yes

If yes, explain: _____

How did you learn about Coleman? _____

_____

When do you want to serve (spring semester 2020, ongoing, etc.)? _____

Best times to volunteer/intern: Days: _____ Times: _____

Can you fulfill a 1-year commitment? (Circle) Yes No If no, how long? _____

What do you expect to gain from a volunteer/internship experience at Coleman Health Services?

_____

_____

_____

Education and Training

Circle highest grade completed: 1 2 3 4 5 6 7 8 (Grade School) 9 10 11 12 (High School) 1 2 3 4 5 6 (College) 1 2 3 4 (Trade/Tech)

Which school are you attending (or the last school you attended)? _____

_____

City: _____ State: _____

Degree obtained or in process of obtaining: _____ GPA: _____

List applicable licenses/certifications: _____

Have you ever been convicted of a crime (including misdemeanors), other than minor traffic violations?
A record of criminal conviction will not necessarily be a bar to an assignment. We consider the nature, timing, and frequency of the offense(s); the nature and responsibilities of the duty sought or held; and any mitigating circumstances, in our case-by-case decision-making process.

(Circle One) No Yes If yes, please explain: _____

_____

List, special skills, interests and hobbies that may be useful as a volunteer/intern:

_____

_____

Volunteer/Intern and/or Work Experience

Present Employer **or** Volunteer/Intern Organization: _____

Address: _____

Type of Business: _____ Phone: ( ) _____

Dates Volunteered/Employed From: _____ To: _____

Supervisor Name and Title: _____

Description of Your Work and Responsibilities: _____

_____

Reason for Leaving: _____

Next Previous Employer **or** Volunteer/Intern Organization: _____

Address: _____

Type of Business: _____ Phone: ( ) _____

Dates Volunteered/Employed From: _____ To: _____

Supervisor Name and Title: _____

Description of Your Work and Responsibilities: _____

_____

Reason for Leaving: _____

_____

Next Previous Employer **or** Volunteer/Intern Organization: _____

Address: _____

Type of Business: _____ Phone: ( ) _____

Dates Volunteered/Employed From: _____ To: _____

Supervisor Name and Title: _____

Description of Your Work and Responsibilities: _____

_____

Reason for Leaving: _____

_____

References

Enter below two professional references whom have known you for at least one year.

Name of Company: _____

Name and Title of Individual to Contact: _____

Relationship: _____

Email (preferred): _____

Telephone Number: _____

Name of Company: _____

Name and Title of Individual to Contact: _____

Relationship: _____

Email (preferred): _____

Telephone Number: _____

Enter below one personal reference who has known you for at least one year.

Name: _____

Relationship: _____

Email (preferred): _____

Telephone Number: _____

Acknowledgement

By signing below, I certify that I have read, understand, and agree to each of the following statements:

- All of the information I have supplied on this application is true, accurate, and complete, to the best of my knowledge, and I have not knowingly withheld any information regarding the questions asked which, if known to the Company, would affect my application unfavorably.
- I agree to abide by all of the Company's rules and regulations.
- I understand that there is no expectation of compensation, and my services would be absolutely voluntary in nature.
- I understand that nothing in this application creates a contract of employment between me and the Company. My volunteer or internship experience is treated as "at will," which means the experience can be terminated, either by the Company or me, with or without cause, and with or without notice.
- I give the Company my permission to conduct any investigation regarding the information contained in this application, which the Company thinks is necessary to determine my qualifications for assuming a volunteer/intern position with the Company. I give the Company my permission to contact any previous employer, school, college or university, any personal or professional reference or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, education, criminal background or employment record, and I give my consent to any such source to release to the Company whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability that might result from furnishing any information about me.
- I understand that if I am selected for an internship or volunteer role with the Company I may be required to complete certain background checks in accordance with Company policy.

Signature: _____

Date: _____ Print Name: _____

Scan and email completed application and resume to
Volunteer@colemanservices.org
In the email subject line, provide the County in which you're interested in serving and whether this is a volunteer or intern application, such as "Portage County Volunteer" or "Stark County Intern."