

For Goodwill Use Only:

Last Name _____ First Name _____
Determination _____
Orientation Complete _____
Exit Sent _____



“Goodwill Industries of Southwestern Michigan provides education, training, career support and opportunities to people with barriers to employment so that they can achieve self-sufficiency.”

Success – Collaboration – People – Positivity

Application Date: _____
Date/Time you would like to begin: _____

Adult 18+ Teen 16-17

Please fax or mail this application to:

Navigation Manager
Goodwill Industries of Southwestern Michigan
420 E. Alcott Street, Kalamazoo, MI 49001
Phone: (269) 382-0490 ext. 287 Fax: (269) 382-9923

Purpose: Service Agency _____
Court Ordered _____
Self-Fulfillment _____

Please Fill Out All Information Completely!

At which location do you wish to volunteer?

- | | | | |
|------------------------------|-------------------------|--------------------------------------|---------------------|
| 1. ___ Alcott
(Kalamazoo) | 2. ___ Allegan | 3. ___ Benton
Harbor | 4. ___ Milham |
| 5. ___ Paw Paw | 6. ___ Plainwell/Otsego | 7. ___ South
Haven | 8. ___ Stevensville |
| 9. ___ Sturgis | 10. ___ Three Rivers | 11. ___ West Main
12. (Kalamazoo) | 13. ___ Other: |

Volunteer Applicant Contact Information—Please Print Clearly

First Name	Middle Initial	Last Name
Address		Apt. #
City	State	Zip Code
Home Number	Date of Birth	Email

Background Information

This information will only be used to secure an accurate criminal background check.
All information must be complete for your application to be considered.

Please circle the ethnicity that most accurately describes you. Choose only one.		Gender Choose one.
American Indian	Alaskan Native	Male
Pacific Islander	Asian	Female
Black	White	

Work and Education Experience

Current Employer	<i>Circle Highest Grade Completed</i>
Work Phone	High School: 9 10 11 12 Graduation Date
Work Address	College: 1 2 3 4 5+ Graduation Date
Position Title (If Any)	College Major:

Are you required to volunteer to satisfy a school requirement? YES NO

If YES, by whom: _____ How many hours: _____ Deadline: _____

Are you required to volunteer by court order? YES NO

If YES, by whom: _____ How many hours: _____ Deadline: _____

Have you been convicted of a felony within the last 7 years (which has not been annulled, expunged or sealed by the court)? (A YES ANSWER WILL NOT AUTOMATICALLY DISQUALIFY YOU) YES NO

If YES, please list all offenses and the year each occurred: _____

Do you have any pending felony charges? YES _____ NO _____

Please provide an Emergency Contact Name and Phone Number:

Name	Phone Number
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Skills/Preferences	Availability									
What volunteer service(s) would you like to perform?	Please check boxes for the timeframe in which you would like to volunteer: (Daily, Weekly, Monthly, etc.)									
<input type="checkbox"/> Retail <input type="checkbox"/> Any	Please Specify Exact Hours You Can Work Each Day									
<input type="checkbox"/> Admin. <input type="checkbox"/> Other	Daily: _____	SU	M	TU	W	TH	F	SA		
Please list dates you would like to volunteer:	Weekly: _____	Morning								
Starting Date:	Monthly: _____	Afternoon								
Ending date:	As Needed: _____	Evening								
If no ending date check here:	Other Work Experience:									

Please list any special accommodations you might need to volunteer with Goodwill. See below (A. or B.)

A. Other special instructions that we may need to know about:

B. If there will be a Job Coach present, please provide name & number: _____

Please list any strengths/skills you may possess:

How did you hear about our Volunteer Program? _____

Would you be willing to become a full-time or part-time Goodwill Volunteer?

<i>YES, full-time (8+ hours a month)</i>	<i>YES, part-time (8+ hours a year)</i>	<i>NO</i>
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Goodwill Industries of Southwestern Michigan Commits to the Following:

- To do the very best we can to make your volunteer experience productive and rewarding.
- To provide adequate information, training, and assistance for each volunteer to be able to meet the responsibilities of his or her commitment.
- To ensure diligent supervisory aid to the volunteer and provide feedback on performance.
- To respect the skills, dignity, and individual needs of the volunteer.
- To be receptive to any comments from the volunteer regarding ways we can better accomplish our respective tasks.
- To treat the volunteer as an integral member of the Goodwill Team, jointly responsible for the completion of Goodwill's Mission.

I, the Volunteer, understand and agree that:

- My answers are true and complete to the best of my knowledge.
- That false or misleading information given in my application or interview may result in dismissal from volunteering services.
- That I am required to abide by all the rules and regulations of Goodwill Industries of Southwestern Michigan.
- That I authorize Goodwill Industries of Southwestern Michigan to secure a criminal conviction history report from the appropriate law enforcement agency.

I, the Volunteer, have read and understand the policies and procedures of Goodwill Industries of Southwestern Michigan.

Volunteer Name (Please Print Legibly) _____ Signature _____ Date _____

Parent/Guardian Name (Please Print Legibly) _____ Signature _____ Date _____

Supervisor (Please Print Legibly) _____ Signature _____ Date _____

- The completion of this application gives permission to Goodwill Industries of Southwestern Michigan to perform a criminal check as necessary. It also serves as a release form to use photographs, interviews, video and/or sound recordings for public relations purposes

Instructions: Please Mail or Fax this *signed* commitment with your Volunteer Application

Goodwill Industries of Southwestern Michigan

420. E. Alcott Street, Kalamazoo, MI 49001

Phone: (269) 382-0490

Fax: (269) 382-9923

Web: www.goodwillswmi.org



DATE: _____

FULL NAME (as on ID): _____

DATE OF BIRTH: _____

MALE/FEMALE: _____

LOCATION/JOB _____

Please check the box corresponding to the ethnicity that most accurately describes you. Check only one box.

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black
- White
- Unknown or Other

VOLUNTEER OR EMPLOYMENT? _____

I authorize Goodwill Industries of Southwestern Michigan to secure a criminal convictions history report(s).

Employee Signature: _____ Date: _____

A criminal records verification has been conducted on the above referenced employee.

_____ No criminal record was found through the above referenced date.

_____ A criminal record was found, and results are attached.

Manager requesting check: _____