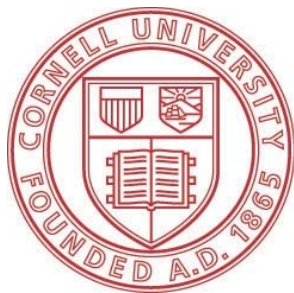


# Volunteer Application Instructions

1. The following Volunteer Application is a MSWord document and may be adapted to reflect the needs of the association.
2. For volunteer positions where a criminal background check is required an additional consent form is required when the association contracts with *VolunteerSelect*. (See Conducting Criminal and/or DMV History Check page)
3. For volunteer positions that require a Department of Motor Vehicle check when P.W. Wood & Son makes the DMV check, a motor vehicle permission form must be signed. This is found in the contents of the staff homepage Attachments of F.O.R.M. code 1501. [http://staff.cce.cornell.edu/cce\\_library/manuals/form/Code%201501\\_files/Code%20151.htm](http://staff.cce.cornell.edu/cce_library/manuals/form/Code%201501_files/Code%20151.htm)



# Cornell University Cooperative Extension

## County Volunteer Application

- Directions:**
- \*Type or print, using black ink
  - \*If you need additional space, attach a separate sheet
  - \*Sign the completed application

GENERAL				
NAME (Last)		First	Middle	Today's Date
Mailing Address - Street			Daytime Phone # ( )	Evening Phone # ( )
City	State	ZipCode	Email address if any	Birthdate if under 18
<b>Have you ever volunteered for CCE before? If yes, give dates, program, position</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
Date available? From To			Approximately when and how many hours/week would you like to volunteer?	
VOLUNTEER POSITION: Please check the volunteer role(s) that interest you most.				
<input type="checkbox"/> 4-H Leader <input type="checkbox"/> Master Gardener <input type="checkbox"/> Master Composter <input type="checkbox"/> Marketing the organization <input type="checkbox"/> Organizational Development (advising & assisting with programs.			<input type="checkbox"/> Organizing events/activities <input type="checkbox"/> Program development <input type="checkbox"/> Consumer Help Line <input type="checkbox"/> Resource development – fund raising <input type="checkbox"/> Other: (please specify) _____ _____ _____	
What interests do you wish to pursue or what do you hope to accomplish by serving as a CCE volunteer?				
List your volunteer, paid, or educational experiences that relate to the volunteer position you seek				
Organization/Employer		Position/Activity		Dates
Describe any education or training that you have had related to the volunteer position you seek. Also describe any special skills, experiences, or interests along with hobbies, licenses, certifications, or other interests you consider relevant.				

**Accommodations:** Given the expectations of the volunteer position for which you are applying, describe any physical or health accommodations that may be needed to allow you to participate in the activity.

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**Transportation:** Do you have an independent and reliable means of transportation to and from volunteer activities?  Yes  No

**REFERENCES:** List 2 people, not related to you, that we may contact who have knowledge of your qualifications. Please provide complete addresses.

Name	Mailing Address	Daytime Phone #

**Have you ever been convicted of a criminal offense other than a minor traffic violation?**

No  Yes (If yes) Date(s) \_\_\_\_\_

**NOTE:** A criminal record will not necessarily bar an applicant. A criminal record will be considered as it relates to the requirements of the volunteer position for which you have expressed an interest.

**Do you possess a valid NYS Driver's License?**  Yes  No

**NOTE:** If the volunteer position you seek requires the transportation of others in your personal vehicle or use of CCE Association vehicles, you will be asked to complete a motor vehicle record request permission form.

I affirm that the statements made on this application are true. I understand that misrepresentation or omission of facts requested is cause for my non-appointment or removal as a Cornell Cooperative Extension volunteer. I authorize Cornell Cooperative Extension of \_\_\_\_\_ County to obtain from all persons, including those not named here, and/or agencies any records, documents, and other information relative to my suitability to perform the duties of the volunteer position. **I understand, if the volunteer position I seek involves unsupervised work with minors, individuals over 65, or individuals with disabilities that a criminal background check including a sexual offender search will be made.** I further release all parties supplying said information from all liability and responsibility arising from their supplying said information.

I understand and agree that the volunteer position at CCE for which I am applying, is without compensation or benefits of any kind. I further understand that the provisions of this application do not constitute a contract (either expressed or implied) of employment between myself and CCE. I further understand and agree that if I am offered and accept a volunteer position at CCE, either I or CCE, may terminate the volunteer relationship at any time for any reason or for no particular reason or cause. CCE reserves the right to determine and change its policies and procedures applicable to volunteers at any time for any reason. I understand and agree that my volunteer position is contingent upon, among other things, my signing the CCE Association Volunteer Agreement and acceptance of the provisions of the CCE Association Volunteer Code of Conduct.

Signature \_\_\_\_\_ Date \_\_\_\_\_