

# VOLUNTEER APPLICATION



Thank you for your interest in becoming a volunteer for Community Action Agency of Southern New Mexico, Inc. This application enables us to determine a volunteer's specific skills and talents. Please answer all the questions and do not hesitate to ask questions you may have about this application.

Form will have to be printed after completion and mailed or hand delivered to CAASNMs main office.

Date

Last Name

First Name

Address

Telephone

E-Mail Address

Position Applying For

Can you travel if the job requires it?

Yes

No

Do have a valid drivers license?

Yes

No

Have you even been employed at CAASNMs?

Yes

No

If yes, give date and position previously held.

Please provide us with days and times you are available

## EDUCATION

Name and Location of High School

Course of Study	Number of Years Completed	Degree, Diploma or Certificate
		Yes
		No

Name and Location of College

Course of Study	Number of Years Completed	Degree, Diploma or Certificate
		Yes
		No

Name and Location of Business/Trade/Technical School

Course of Study	Number of Years Completed	Degree, Diploma or Certificate
		Yes
		No

Name and Location of Graduate School

Course of Study	Number of Years Completed	Degree, Diploma or Certificate
		Yes
		No

**Work Experience**

Company Name

Work Performed

Company Name

Work Performed

Company Name

Work Performed

**Additional Information:** Summarize any job-related skills and qualifications you feel may be helpful to CAASNМ or why you would like to volunteer with us.

Languages (Fluent Only)

Are you Bilingual?	What language(s) do you speak?	Can you read/ write it?
Yes		Yes
No		No

**Personal/Professional References-** Do not include family members.

Name	Email	Phone
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Name	Email	Phone
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Name	Email	Phone
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I understand that my application does not ensure acceptance as a CAASNМ volunteer. I also understand that CAASNМ reserves the right to disqualify any applicant who would not be a good match for a volunteer position. Service as a CAASNМ volunteer is by grace and not by right. I understand that CAASNМ reserves the right to terminate the service of the volunteer for any reason.

Print Name

Signature

## **CRIMINAL BACKGROUND CHECKS POLICY**

Community Action Agency of Southern New Mexico, Inc. requires a criminal check for all volunteer, full-time and part-time internal employees upon hire once a conditional offer of employment has been extended by the hiring manager.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with Community Action Agency of Southern New Mexico, Inc. Depending on a variety of factors (for example, the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with Community Action Agency of Southern New Mexico, Inc.

However, if an applicant attempts to withhold information or falsify information pertaining to previous convictions, the employee will be disqualified from further employment consideration in any position with the company due to falsification of an application.

An offer of employment may be extended to an applicant prior to the completion of the criminal conviction check. However, the applicant's first day of work in the position must not be prior to the satisfactory completion of the criminal conviction check.