



# Hmong American Women's Association



Dear Applicant:

Thank you for taking time and having an interest in becoming a volunteer for Hmong American Women's Association. In order to become a volunteer, the following steps are to be completed:

- (1) Volunteer Application
- (2) Volunteer Questionnaire/forms
- (3) Applicant Review by Committee
- (4) Notification to applicant of their status
- (5) Volunteer meeting/orientation

*Check the program(s) you are interested in volunteering for:*

Programs and Services:

- Domestic Violence       Sexual Assault       Children's Program

Youth Space:

- Nkauj Hmoob       YLAP

Others:

- Helpline       Administrative Assistance       \_\_\_\_\_  
please specify your area of interest

*Contact Information:*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Emergency Contact:*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

*References:*

Please list two references that you have known, with a minimum of 2 years. References cannot be someone that is related to you.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

***Part 2: Volunteer Applicant Questionnaire***

What are your reasons for wanting to participate with HAWA as a volunteer?

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How did you learn about our programs?

Why did you choose HAWA over other organizations?

Do you know anyone who has been in HAWA's programs, staff, or who has applied?

YES  NO

What are your current community activities?

*Education and Work History:*

HIGH SCHOOL: 9 10 11 12

COLLEGE: 1 2 3 4

GRADUATE: 1 2 3 4

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Name of School: \_\_\_\_\_

Work/Volunteer History:

Please match each work or volunteer history to itself.

(e.g. Volunteer project: web design. Address: 1234 W Fake St., Nowhere town, WI 54321. Dates: 08/2015.

Supervisor's name: Jane Doe. Brief description of work: Utilized wordpress to manage content, redesigned the company's website and optimized the website for mobile friendly.)

Name of employer or volunteer project: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Brief description of work:

Name of employer or volunteer project: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Brief description of work:

Name of employer or volunteer project: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

Brief description of work:

*Education and Work History:*

Do you drive?  YES  NO

Do you have regular access to a car?  YES  NO

Describe your driving record:

- a) What is your most recent moving violation? When? Where?
- b) What is your most recent accident? Where? Any accidents others previous to this?
- c) Have you ever been sited for D.U.I/D.W.I.? How long ago and where?
- d) Has your license ever been suspended or revoked? When? Why?

Have you ever been convicted of a crime other than a traffic violation?

YES  NO

**IF YES:**

What charge? \_\_\_\_\_

Date convicted: \_\_\_\_\_ Where \_\_\_\_\_

Do you consent to a routine check of your criminal records?

YES  NO

Please indicate the skills and experience you would bring to your volunteer role:

Organizational skills  Experience with Children  Teaching skills

Public speaking  Microsoft Office  Web design

Blogging  Board experience  IT

Languages spoken: \_\_\_\_\_

Other: \_\_\_\_\_

*Education and Work History:*

What would you consider to be your strongest assets?

What would you like to improve about yourself?

Please indicate your availability. (i.g. 9:00-11:00 AM)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Many of HAWA's programs occur after office hours, are you willing to work after hours?  
(i.g. Office hours are 8:00AM-4:30PM. A HAWA program may run from 5pm-7pm. )

YES       NO

How long of a commitment are you prepared to make?

6 months       9 months       1 year       On going

How often would you like to volunteer?

1 shift biweekly       1 shift/week       2-3 shifts/week       Special Events

Please write a short summary (one paragraph) about your interest in volunteering and how you hope to benefit from this experience.

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I hereby authorize HAWA to contact the above named references to establish my suitability as a volunteer and I hereby release them and their company from all liability for any damage for issuing the same. I further authorize the human resources department to maintain this information in their records and absolve them from liability. Disclaimer: It is the policy of HAWA to screen all prospective volunteers. While we try to place every applicant, we reserve the right to select applicants according to our needs and criteria. I understand and respect the confidential nature of the information I might have access to in performing my volunteer duties for HAWA.

I certify that answers given are true and complete to the best of my knowledge.

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Applicant Signature

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Date