



Volunteer Application

Balance, Inc. is an equal opportunity organization and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status or any disability as provided in the Americans with Disabilities Act.

This application will be given every consideration, but its receipt does not imply that the applicant will be accepted as a volunteer. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

DATE: _____

PERSONAL INFORMATION:

Last Name: _____ First Name: _____ M.I.: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Are you over 18? Yes No If yes, provide Social Security No: _____

Date available to start? _____

Have you ever applied with Balance, Inc. before? Yes No

Have you ever worked with Balance, Inc. before? Yes No

How did you learn of Balance, Inc. and/or this position? _____

Are there any days or hours you would be unable or unwilling to volunteer? Yes No

If yes, please specify _____

EDUCATION:

High School: _____ Location: _____

Graduate? Yes No Vocational Courses? _____

College/Trade School: _____ Location: _____

Graduate? Yes No Field of Study: _____

Are you planning to pursue further studies? Yes No Topic: _____

List any other specialized training: _____

CAPABILITY/RELIABILITY:

Would you be willing to perform all of the tasks required by the position you are applying for?

Yes No If not, explain which tasks: _____

Will you abide by the safety rules of Balance, Inc.? Yes No

How many days of work or school have you missed in the last two years? _____

How many times have you been late for work or school in the last two years? _____

Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness? Yes No If yes, explain: _____

Are you presently employed? Yes No

If yes, may we contact your employer? Yes No

Current Employer: _____ Contact Number: _____

Have you ever been fired or asked to resign from a job? Yes No

If yes, explain: _____

REFERENCES:

Give three references, not relatives or former employers:

Name: _____ Address: _____

Phone: _____ Relationship: _____

Name: _____ Address: _____

Phone: _____ Relationship: _____

Name: _____ Address: _____

Phone: _____ Relationship: _____

Please describe your interest in volunteering:

Please write any additional information that would be helpful when considering your application:

AFFIDAVIT:

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am accepted, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize Balance, Inc. to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I volunteer, I will abide by all the rules and regulations of Balance, Inc. I understand that the taking of drug and alcohol tests, when given pursuant to organization policy, are a condition of continued involvement and refusal to take such tests when asked will be grounds for immediate termination. I also understand that my employment is "at-will" and may be terminated by myself or by the organization at any time for any reason or no reason at all, with or without prior notice.

Signature: _____ Date: ____/____/____

FOR BALANCE, INC. USE ONLY

Interviewed by: _____ Date: ____/____/____

Comments: