

PENNSYLVANIA IMMIGRATION RESOURCE CENTER
Volunteer Application

Dear Prospective Volunteer: Please complete the following form and mail or fax to PIRC, 50 Mt Zion Road, York PA 17402. Telephone 717.600.8099 Fax 717.600.8044 Email volunteer@pirclaw.org

I. PERSONAL INFORMATION

Name: _____ Today's Date: _____
Address: _____
Home Tel: _____ Work Tel: _____ Other Tel: _____
Email: _____ Preferred method to reach you: _____

II. SKILLS AND INTERESTS

Educational background and present occupation? If currently a student, please designate school/year.

Previous volunteer experience? Please specify position/organization/date. Use reverse if needed.

How did you find out about PIRC? Please be specific.

What are the factors that motivated your interest in volunteering with PIRC?

On what date are you available to start volunteering? _____

Approximately how often would you like to volunteer with PIRC?

Weekly _____ (#)hours _____ (#)times per week
 Bi-weekly _____ (#)hours
 Monthly _____ (#)hours For special events only

What days and times are you available to volunteer? (Specify hours or AM/PM)

Mon _____ Thu _____
Tue _____ Fri _____
Wed _____

Do you speak, write or read any languages other than English? If so, please indicate which language(s), and rate your abilities on a scale of 1 to 10: (1 = minimal; 10 = fluent)

Language: _____ Speak _____ Write _____ Read _____
Language: _____ Speak _____ Write _____ Read _____

Using the same scale, please rate your ability in the following areas:

Microsoft Word _____ Microsoft Access _____ Quickbooks _____ Internet Research _____

Please describe any special interests, skills, or hobbies you'd like to contribute as a volunteer:

Please indicate which of the following volunteer positions you may be interested in:

Administrative Support (telephone, filing, organization)
 Document Translation (when available)
 Interpretation (when available)
 Research assistant (when available)
 Program development (special projects, fundraising, publicity)
 Other: _____

PIRC Use Only Date Received _____ References? Date _____ Orientation Date _____ Signed Volunteer Contract and Release Form Date: _____ Volunteer position _____ Date Start: _____ Staff initials _____
