



**LITTLE FRIENDS, INC.
VOLUNTEER APPLICATION**

27555 Diehl Road
Warrenville, IL 60555
Phone: (630) 355-6533
Fax: (630) 355-3176
www.littlefriendsinc.org

If you need assistance completing this application form or for any phase of the volunteer process, please notify the Human Resources Department and every effort will be made to accommodate your needs.

PERSONAL DATA

Name (Last, First, Middle) _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Home Phone () _____ Work/Cell/
School Phone () _____ Email _____

Best time of day to contact you: _____ at Home Work/Cell/School

Referral Source: (Please Check One)

- () Walk In () Special Publication (_____) () Other (_____)
() Newspaper (_____) () Employee Referral (Name: _____) () Internet (Web site: _____)
() Community Agency: _____ () Volunteer Fair (_____)

For which volunteer position are you applying? _____

Are you applying for? (Check all that apply) [] Long-term [] Short-Term (Hours required _____)

Times you are available: [] Daytime [] Afternoon/Evenings [] Weekends

Have you ever been employed by Little Friends, Inc.? [] Yes [] No

If so, list program and dates you were employed _____

Are you related to anyone who works for Little Friends, Inc.? [] Yes [] No

If so, please indicate Name and Division and/or Program _____

When would you be available to begin volunteering?

When completing this section, do not disclose information regarding convictions that have been judicially sealed, expunged, eradicated, impounded, or dismissed. Do not disclose information regarding juvenile court convictions or minor traffic violations. A conviction record does not automatically bar you from employment. Prior conviction may not necessarily exclude you from employment. All of the job-related circumstances surrounding convictions will be considered.

Have you ever been convicted of a crime? If yes, please explain [] Yes [] No

Prior conviction may not necessarily exclude you from volunteering.

Are you at least 14 years of age? [] Yes [] No

EMERGENCY CONTACT INFORMATION

Please provide the names and contact information of people we can contact in case of emergency.

Name	Phone Number
Name	Phone Number

SPECIAL SKILLS AND QUALIFICATIONS

Computer skills: _____

CPR/FA: Yes No CPI: Yes No DSP Certified: Yes No

Please list any training, specific job skills or other qualifications that you feel may contribute to your ability to perform the position for which you are applying: _____

I give Little Friends, Inc. and/or its designee the right to investigate all references and to secure additional information about me, to verify the accuracy of the information contained in this application, resume and/or other information submitted by me for Little Friends, Inc. consideration. I hereby release from liability Little Friends, Inc. and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand that any misrepresentation or omission of any fact in this application, resume or any other materials or during any interview will be sufficient cause for cancellation of the application and/or discharge from Little Friends, Inc. if I have been assigned as a volunteer. Any offer of a volunteer position I may receive from Little Friends, Inc. is contingent upon my successful completion of the company’s total pre-volunteering screening process.

I understand that if “hired,” I am required to abide by all rules and regulations of Little Friends, Inc. and to comply with all policies and procedures in the volunteer handbook, any policy and procedure manual or other communications to employees. I further understand that Little Friends, Inc. policies and procedures are subject to modification at any time with or without notice.

I understand that just as I am free to resign at any time, Little Friends, Inc. reserves the right to terminate my volunteer status at any time, with or without cause and without prior notice. I understand that no representative of Little Friends, Inc. other than the President/CEO has the authority to make any assurances to the contrary and then only as such commitments is a signed, written document. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

Little Friends, Inc. is an equal opportunity employer. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Volunteer: _____ Date: _____

Signature of Parent *if Volunteer is Under 18* _____ Date: _____