



## VOLUNTEER INFORMATION FORM

You must complete this form and return it to The Crossings by fax to 512-506-9737 or by mail to The Crossings-Volunteer Coordinator, 13500 FM 2769 Austin, TX 78729.

Please print:

### PERSONAL INFORMATION

Today's Date: \_\_\_\_\_

Full Name: First, Middle, Last \_\_\_\_\_

Present Address: Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home #: \_\_\_\_\_ Daytime # \_\_\_\_\_ Email \_\_\_\_\_

Have you ever attended a program at The Crossings?  Yes  No

Do you have any friends or family who work at The Crossings?  Yes  No  
If yes, whom? \_\_\_\_\_

Have you ever worked for The Crossings?  Yes  No  
If yes: Approximate Date (Month/Year): \_\_\_\_\_

How did you find out about The Crossings Volunteer Service Program? If Referred, by whom? \_\_\_\_\_

### GENERAL INFORMATION

We require that all volunteers be 18 years of age. Are you at least 18 years of age?  Yes  No

Have you ever been convicted of a felony or misdemeanor other than a minor traffic infraction?  Yes  No

(A conviction record will not necessarily be a bar to acceptance. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.) If yes, please explain:

Driving Record: Do you have more than 3 moving violations &/or DUI or DWI convictions in the past 38 months?  Yes  No If yes, please explain:

### SCHEDULING

As a volunteer, you must attend a two-hour information session prior to beginning your volunteer service. The purpose of this session is to learn more about The Crossings' mission and culture. This information session will include a tour of the campus. The dates for the sessions will be scheduled by the Volunteer Coordinator based on the needs of each department within The Crossings.

*Volunteer service requires a commitment of 60 hours, we request a minimum of 4 hours per shift*

Date you are available to begin: \_\_\_\_\_

Date you would like to complete your service period: \_\_\_\_\_

The Crossings is open 365 days a year, 24 hours a day. This includes all major holidays. Please answer the following questions regarding your availability for volunteering

Please fill in the 'Available to Volunteer' chart below:

Available to Work	MON	TUE	WED	THUR	FRI	SAT	SUN
FROM	(circle) am/pm	(circle) am/pm	(circle) am/pm	(circle) am/pm	(circle) am/pm	(circle) am/pm	(circle) am/pm
TO	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm

NOTE: Schedules are based upon the needs of The Crossings and may be subject to change on a weekly basis. Available positions will vary and so will the time slots. As a volunteer, could you commit to being here on time?  Yes  No

Do you foresee any conflicts with the times you have indicated above?  Yes  No

### ADDITIONAL INFORMATION

Many of the available volunteer opportunities at The Crossings require specific abilities:

Are you able to lift 50 lbs.?  Yes  No

Are you able to walk on uneven paths or inclines?  Yes  No

Are you able to stand for more than 2 hours at a time?  Yes  No

Can you drive a golf cart?  Yes  No

If there are any reasons why you may not be able to fulfill the core requirements, please provide specific details.

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### INTERESTS

Please check all areas you have experience in/or would be interested working within. Please rate each area from 1-7 according to your preference/experience (1 being the highest rating)

<p>FOOD SERVICE-<b>Rate</b> _____</p> <p><input type="checkbox"/> Food preparation</p> <p><input type="checkbox"/> Bussing tables</p> <p><input type="checkbox"/> Waitperson</p> <p><input type="checkbox"/> Unpack and stock supplies</p> <p>RETAIL-<b>Rate</b> _____</p> <p><input type="checkbox"/> Sales (learn product line)</p> <p><input type="checkbox"/> Stocking shelves</p> <p>FACILITY-<b>Rate</b> _____</p> <p><input type="checkbox"/> Maintenance (Describe skills below)</p> <p><input type="checkbox"/> Gardening (flower, vegetable and herb gardens)</p> <p><input type="checkbox"/> Grounds/Trail maintenance</p> <p>HOUSEKEEPING-<b>Rate</b> _____</p> <p><input type="checkbox"/> Assemble Room kits</p>	<p>ADMINISTRATIVE-<b>Rate</b> _____</p> <p><input type="checkbox"/> Administrative Skills</p> <p><input type="checkbox"/> Computer (Describe skills below)</p> <p><input type="checkbox"/> Telephone skills, how long _____</p> <p>EVENTS-<b>Rate</b> _____</p> <p><input type="checkbox"/> Music (Instrument: _____)</p> <p><input type="checkbox"/> Room set-up/break-down</p> <p><input type="checkbox"/> Audio equipment setup</p> <p><input type="checkbox"/> Live mixing/recording</p> <p><input type="checkbox"/> Video production/editing</p> <p>CUSTOMER SERVICE-<b>Rate</b> _____</p> <p><input type="checkbox"/> Greeter/provide directions</p> <p><input type="checkbox"/> Luggage tagging</p> <p><input type="checkbox"/> Luggage handling</p> <p><input type="checkbox"/> Assemble guest packages</p>
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## WORKSHOPS

In appreciation of your volunteer efforts, we are delighted to provide free or discounted programs once you have completed the required service hours. Please note there are a limited number of workshops that are not open to volunteers. Please indicate below the workshop you would like to attend.

1<sup>st</sup> choice \_\_\_\_\_

2nd choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

## REFERENCES

Name	Phone(s)
Name	Phone(s)
Name	Phone(s)

List any other experience, skills, language or other qualifications including hobbies which you believe should be considered in connection with your volunteer experience:

\_\_\_\_\_

Give us examples of how you positively contributed through any previous volunteer service

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell us how The Crossings fits into your life path. Why do you want to volunteer here?

\_\_\_\_\_  
\_\_\_\_\_

## NOTIFICATION AND AGREEMENT

Please read before signing.

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS FORM (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF PARTICIPATION IN THE PROGRAM, REGARDLESS OF WHEN OR HOW DISCOVERED. I UNDERSTAND THAT THERE MAY NOT BE OPPORTUNITIES FOR ALL WHO APPLY. FURTHERMORE, MY PARTICIPATION IN THE VOLUNTEER PROGRAM IN NO WAY IMPLIES FUTURE EMPLOYMENT.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_