Volunteer Application Checklist Template

Last name: _____ First name: _____ Pin # _____

Phone: _____ □ cell □ home □ Adult □ Junior (17 and younger)

Email: _____

Previous: □ volunteer □ associate

Date message left: _____ or Date of phone interview: _____ Initial: _____

Scheduled for an orientation:

Date:_____ Time: _____ Location: _____ □ No show

Area of interest: 1st Choice: _____

2nd Choice: _____

Availability:

Sun	Mon	Tue	Wed	Thurs	Fri	Sat

Paperwork submitted (leave blank if missing):

- ☐ Signed application
- ☐ Signed New Volunteer Orientation Agenda
- ☐ Signed Authorization for a Criminal Background Check
- ☐ Copy of ID

Requirement compliance:

☐ Criminal Background Check submitted Date completed: _____

Start information:

Department: _____ Trainer: _____

Start date: _____ Start time: _____

Database entry: Job _____ Schedule: _____

Interview Form

General Interview Questions:

1. Tell me about yourself and your background.

2. What are the reasons you applied to volunteer at our organization?

3. How did you learn about volunteer opportunities at our organization?

4. What volunteer positions interest you?

5. Name 3 things about yourself that you feel make you a good fit for volunteering our organization?

6. When are you available to volunteer (mark on the front page under "Availability")?

7. Discuss volunteer program requirements:
    a. Time commitment (as set by your organization) and ask: Can you make this commitment?
    b. Criminal Background Check requirement

8. Schedule orientation – **send an email with orientation information:**
    a. Time/length/location
    b. Parking
    c. Things to bring

Ask applicant: Do you have any questions for me?

Your name (Print) _____

Signature _____ Date _____