



VOLUNTEER APPLICATION

PLEASE PRINT CLEARLY

Called: _____

Assigned: _____

Notes: _____

Please read the Volunteer Manual before completing this form. Include your resume and one letter of recommendation from a professional or academic contact. Please mail all materials together to The NY Open Center, Attn Volunteer Services, 22 E 30th St NYC
 Thank you! 10016

Today's Date: _____

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

_____ May we call you at work? *Yes / No*

E-mail: _____ Cell Phone: _____

Emergency Contact: _____ Emergency Phone: _____

Current Occupation: _____

Have you done volunteer work before? *Yes / No* If yes, please describe: _____

Why do you wish to work with the Open Center? _____

Have you ever taken a class at the Open Center? _____

Special skills (foreign language, computer software, etc.): _____

Limitations/Restrictions: _____

How did you hear about us? _____

What type of volunteer work would you like to do? (Please rank your preference: 1, 2, 3, etc.)

FRONT DESK _____ ADMINISTRATION _____ REGISTRATION _____ R&R SERVICES _____

EVENTS COORDINATION _____ DEVELOPMENT _____ VOLUNTEER SERVICES _____

MARKETING _____ SPECIAL EVENTS/ON-CALL _____

AVAILABILITY (Please specify the hours you are available on an ongoing, weekly basis):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday