

# VOLUNTEER/INTERN APPLICATION

THE GREATER SAN MARCOS YOUTH COUNCIL, INC.  
1402 IH 35 NORTH, SAN MARCOS, TX 78666

The Greater San Marcos Youth council is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color sex religion, handicap or national origin.

## PERSONAL INFORMATION

DATE: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last, First, Middle)

Other Name(s): \_\_\_\_\_

Present Address: \_\_\_\_\_  
(Street, City, State, Zip)

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

How were you referred here? \_\_\_\_\_ Email Address: \_\_\_\_\_

## PREFERERRED DUTIES &/OR SPECIAL SKILLS:

Days available for work: ( ) weekdays ( ) week nights ( ) weekends

Comments: \_\_\_\_\_

Have you every applied with GSMYC before? ( ) yes ( ) no

## EDUCATION

	Name/Location	Graduate?	Degree	Major/Minor
High School				
College or University				
College or University				
Other Formal Training				

## EXPERIENCE

Job related skills, experiences and studies \_\_\_\_\_

Licenses you hold: \_\_\_\_\_

Indicate languages you speak, read and/or write \_\_\_\_\_

**VOLUNTEER HISTORY** List all present and past employment, beginning with most recent.

1. Company name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Volunteer (Month and Year)  
Start \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_

State job title and describe your work \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Company Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Volunteer (Month and Year)  
Start \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_

State job title and describe your work \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**REFERENCES:** List the names of at least three references who are not related to you, and who are not former employers.

Name	Address (Street, City & State)	Phone Number

Have you ever been convicted of a felony or a misdemeanor? ( ) yes ( ) no  
 Are you currently charged with a felony or misdemeanor? ( ) yes ( ) no

If yes, please briefly describe the circumstances of your conviction or current charges indicating date, nature, and place of the offense and disposition of the case. Your answer is looked upon as only one of the factors considered in the employment decision and is evaluated in terms of the nature, severity, the date if the offense and it's relation to employment at this agency.

In case of Emergency notify: \_\_\_\_\_ relationship: \_\_\_\_\_  
Address \_\_\_\_\_ phone: \_\_\_\_\_

**AUTHORIZATION AND NOTICE TO PROSPECTIVE VOLUNTEERS/INTERNS**

This agency is required to check conviction records on applicants once a volunteer/intern opportunity is offered to an individual. Certain convictions may make you ineligible for placement with the Youth Council and may lead to dismissal.

For insurance purposes, driving records will be checked on all volunteers/interns who are requested to drive their own vehicles.

I hereby declare that the information provided by me in this Volunteer/Intern Application is true, correct, and complete, to the best of my knowledge and authorize investigation of all statements contained within this application. I understand that if I am offered the opportunity to volunteer/intern here, any misstatement or omission of fact on this application shall be considered cause for dismissal and I understand that as a condition of volunteering/interning compliance with Personnel Policies of the Greater San Marcos Youth Council is required.

I am also aware that the Greater San Marcos Youth Council has a Drug Abuse Policy and reserves the right to require drug tests at any point during volunteering/interning.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_