

# TAKE THE NEXT STEP

## Volunteer Application



This is a fillable Word Document. Simply place the cursor in the appropriate space to begin typing. You may tab to the next section. If clicking the box does not result in a check mark in your version of Word, please place an X alongside the appropriate box.

APPLICANT INFORMATION															
Last Name				First			M.I.		Date						
Street Address						Apartment/Unit #									
City					State				ZIP						
Phone					E-mail Address										
Are you 18 Years old or older?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Do you have a valid Washington State Driver's License?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If specialized, type of license			
Your Current Occupation															
Have you volunteered with a no-profit organization before?															
Please tell us about your experience...															
REFERENCES															
<i>Please list two references who will help us understand how we can best work together.</i>															
Full Name						Relationship									
Address						Phone									
Please describe how this reference knows of your skills / talents															
Full Name						Relationship									
Address						Phone									
Please describe how this reference knows of your skills / talents															
PLEASE TELL US HOW YOU WOULD LIKE TO VOLUNTEER TO HELP THE NEXT STEP AND OUR CLIENTS															
<i>(Type of Volunteer work or classes you can offer, e.g., guest reception, administrative, teaching computer classes, after school program)</i>															
I'd like to help the Next Step and its clients...						Best Day(s)				Available times					
Please describe how your training / experience will be used in the area of expertise you are offering															
Any additional information you would like us to have															

**THE FINE PRINT**

I certify that my answers are true and complete to the best of my knowledge.

I understand if this application leads to volunteer service, that false or misleading information in my application or interview may result in my release. I authorize Take the Next Step to request background information, including through the Washington State Patrol. I hereby release all parties and persons connected with the information request from claims, liabilities, and damages. If assigned volunteer service, I release Take the Next Step from any liability for future reference it might provide. I agree my volunteer service can be terminated without cause at my option or that of Take the Next Step.

Signature

Date

**BACKGROUND CHECK AUTHORIZATION**

I hereby provide Take the Next Step with information required to complete a background check with the Washington State Patrol. I authorize Take the Next Step to request background information and release all parties and persons connected with the information request from claims, liabilities, and damages.

Your full name as it appears on your Driver's License

Have you been known as, or used other names?

If so, please provide names or aliases you have used.

Have you ever been convicted of, or plead guilty to, any crime(s)?

YES  NO

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor?

YES  NO

If you answered yes to either of the above questions, please describe in full.

Date of Birth

Driver's License Number

State

Signature to authorize Background Check

Date

Thank you for working with us to offer friendship, help, and hope to our neighbors in need.

After completely filling in this form, please print the form and sign and date it in two (2) places:

1. Under "The Fine Print" to complete the application and
2. In Signature to authorize Background Check box

Then, you may mail, deliver to our Drop-In Center, fax, or scan and send as an attachment to an email to: [volunteer@tns.org](mailto:volunteer@tns.org).

We will be in touch with you soon.

Take the Next Step is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of Take the Next Step as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs, so that all staff share the same religious commitment.