

**eliminating racism
empowering women**
ywca

Central Massachusetts

Volunteer Application

The YWCA Central Massachusetts is dynamic and diverse charity and volunteers are needed to help us meet the needs of our community. If you are interested in becoming a part of a vital community force and choose to share your time and talents with the YWCA, we invite you to:

- Visit www.ywcacentralmass.org/give/donate-your-time for opportunities.
- Complete the volunteer application form below and send to the HR Department. Please attach your resume and all other relevant info.
- Check out our programs and services at www.ywcacentralmass.org. You can also email us at hr@ywca Worcester.org.

Applicants are considered for all positions without regard to race, color, religion, creed, sex, age (40 or over), national origin, ancestry, marital or veteran status, physical or mental handicap or disability, genetic information or sexual orientation, except as otherwise provided by law. Proof of eligibility to work under the United States immigration laws will be required upon employment. YWCA Central Massachusetts is an EEO/AA employer.

Basic Information

Name: _____
Telephone: _____
Address: _____
City: _____ State: _____ Zip: _____

Are you a member of the YWCA Central Massachusetts? Yes No
Have you ever worked for this YWCA or any other YWCA? Yes No
If yes, when and where? _____

Are you legally eligible to be employed in the United States? Yes No
(Proof of identity and eligibility will be required upon employment)

Have you been convicted of a felony? * Yes No
If yes, please describe in full. Conviction will not automatically result in a decision not to offer you a position.

Volunteer Interest & Availability

What type of position would you be interested in volunteering for : _____
What interest you in volunteering at the YWCA?

Please describe some of your volunteer experiences.

Days: _____
Times: _____
Date Available to Start: _____ Length of Commitment (3 mos, 6 mos, 1 year, etc): _____
Note that different programs require different time commitments.

Education

NAME and LOCATION	GRADUATED?	DEGREE EARNED
High School	Yes / No	
Undergraduate	Yes / No	
Professional Program	Yes / No	

License or Certification: Yes No

Type of License or Certification: _____

Employment History

Please list your most recent position held followed by past employment positions. You may include verifiable work performed as volunteer, but please omit any reference that would disclose a protected status such as race, sex, disability or sexual orientation.

	DATES OF EMPLOYMENT	SALARY AT TERMINATION	REASON FOR LEAVING
Employer: Address: Position: Supervisor: Contact Phone:			
Employer: Address: Position: Supervisor: Contact Phone:			

May we contact your present employer? Yes No

Activities / Skills

Describe any other special job-related skills, activities or qualifications (computers, professional organizations etc.) that would support your application. Please omit any activity that would indicate race, color, religion, creed, national origin, ancestry, sex, age (as defined by law), sexual orientation, physical or mental disability or handicap, veteran or military status, genetic information or marital status.

Please list any languages that you are fluent in, or have conversational ability. Unless required for the position, answering this question is optional.

Language 1: _____
 Language 2: _____

References

Names, addresses and telephone numbers of three professional references:

NAME and TITLE	ADDRESS	TELEPHONE NUMBER

Agreement

I certify that the answers given on this form are true and complete to the best of my knowledge, and that, in the event of placement, false or misleading information given in my application or interview(s) may result in discharge. I authorize such investigation of all statements obtained in this volunteer application as may be necessary in arriving at a decision. I further authorize any person or other entity whose name I have given on this form to provide information to the YWCA Central Massachusetts, and I release any such person or other entity and the YWCA Central Massachusetts and its employees, directors, officers and agents from any claim or cause of action I might have or acquire against the releases in connection with the provision of this information. Further, I agree to indemnify the releases against all liability in connection with the provision of the information. Should I become a volunteer, I understand that my involvement would be at will, that my involvement would not be for any specified time, and that the agency retains the right to terminate volunteer status at any time with or without cause or notice. Likewise, I may resign from the agency at any time. I further understand that this application is not intended to be a contract for employment.

 Applicant Signature

Date

NOTICE TO VOLUNTEER

It is the policy of the YWCA Central Massachusetts that applications are accepted and positions filled without regard to the applicant's race, ancestry, place of origin, color, ethnic origin, handicap, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, or family status.

It is a condition of placement that all volunteers agree to be bound by the policies and procedures of the YWCA Central Massachusetts.

The personal information collected on this application form will be used for the purposes of establishing and maintaining the volunteer relationship and will not be used for any other purpose or disclosed to any third parties without first notifying you. The YWCA shall protect personal information by security safeguards appropriate to the sensitivity of the information. We will protect personal information against such risks as loss or theft, unauthorized access, disclosure, copying, use, modification or destruction, through appropriate security measures. The volunteer application form will be retained for six months in the case of an unsuccessful applicant and for 3 years if the applicant is successful and becomes a volunteer of the YWCA.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities. CORI (Criminal Offender Record Information) checks are required by law for all volunteers who may be spending unsupervised time with a child or children or clients as part of their responsibilities.

APPLICANT MAY REQUEST A SELF IDENTIFICATION FORM TO NOTE PROTECTED STATUS UNDER ANY AFFIRMATIVE ACTION LAWS WHICH MAY BE APPLICABLE.

*An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry relative to prior arrests, criminal court appearances or convictions. In addition, an applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution.