VOLUNTEER APPLICATION

*Please return this form to **volunteer@hki.org.***

Helen Keller
INTERNATIONAL

PERSONAL INFORMATION

Name _____ Date _____

         Last   First   Middle

Present Address _____ City _____ State ____ Zip _____

Permanent Address _____ City _____ State ____ Zip _____

Phone _____ Email _____

AVAILABILITY *(During normal business hours)*

Number of hours per week of availability _____

Please specify days and preferred hours _____

Expected length of availability _____ When are you available to begin? _____

Are you currently employed elsewhere? Yes ☐   No ☐

JOB SKILLS *(Please check as many as apply)*

Computer Programs: ☐ Word   ☐ Excel   ☐ Access   ☐ SharePoint
                               ☐ Photoshop ☐ Raiser's Edge   ☐ Social Media

General Office Support: ☐ Filing   ☐ Telephone   ☐ Donor Mailings
                             ☐ Web Design ☐ Data Entry   ☐ Translation
                                                        Language(s) _____

Other: _____

Please feel free to attach your CV instead of filling out the sections below.

EDUCATION

	Name and Location of School	Degree/Major
High School:		
College:		
Graduate:		

Are you still studying? Yes ☐ No ☐ School Name _____ Major _____ Until _____

RELEVANT WORK & VOLUNTEER HISTORY

(MM/YYYY)	Work/Volunteer	Location	Position

(Please use the back of this form if you need more room)