



Volunteer Application Form

Date _____

Name _____
Last
First
MI

Address _____
Street
City
State
Zip

Phone _____ Email _____
Home
Cell

Are you 18 years of age or older? Yes No

Will you be volunteering to fulfill a service requirement? Yes No

If yes, for what organization? _____ Hours Required _____

My objective for volunteering with the Elkins Depot Welcome Center is _____

How did you hear about us? _____

Commitment I am interested in:

One-time or short-term projects - 1-2 hours ½ day 1 day Several days

On-going partnership - Weekly Monthly Several times a year Entire Project

Availability Please indicate the best day(s) and time(s) for you to volunteer:

Morning Afternoon Any Weekday Any Weekend **or**

Monday Tuesday Wednesday Thursday Friday Saturday Sunday **or**

Specific Dates _____ Specific Times _____

Talents and Interests Check as many as apply:

Reading Writing Researching Office assistance Housekeeping Fundraising

Special events Public speech/leading tours/outreach activities Interacting with/greeting individuals

Interacting with groups Performing tasks independently

Computer skills _____

Other talents and interests _____

Language(s) (other than English) _____

Speak Understand spoken Write Read

Emergency contact information Individual(s) to be notified in case of emergency

1. _____
 Name Relationship Phone number

2. _____
 Name Relationship Phone number

References: Please provide 2-4 employment, volunteer and/or personal contacts

Employment and/or volunteer references				
Agency Name & Address	Contact Person	Phone	Dates	Position Held

Personal References (not related to you)			
Name & Address	Phone	Relationship	Length of time known

Optional Information

Considerations (Please check appropriate boxes and explain in a way that will help us provide accommodation)

Mobility Health Communication Other

Please explain _____

Education

Some high school High school graduate Some college Undergraduate degree

Graduate degree Certificate Program Major/Specialization _____

Please make certain you have read and agree to the following before signing

- Volunteers agree to perform service without compensation and are not considered employees of the Elkins Depot Welcome Center (EDWC). EDWC does not provide any insurance coverage for volunteers. As a volunteer, I will not attempt work that is beyond my abilities or for which I have not been assigned, trained or authorized.
- EDWC cannot guarantee volunteer placement but will make every effort to match each applicant to opportunities based on the needs of the organization and the interests and abilities of the volunteer.
- EDWC employs a screening process for all volunteers based on the nature of the volunteer work and involvement level of the participant. Acceptance as a volunteer is contingent upon successful completion of all screening requirements.
- EDWC reserves the right to reject a candidate for any reason which EDWC, in its sole judgment, determines may affect the best interests of the EDWC mission and reserves the right to withhold the reason(s) for such refusal.
- Volunteers agree that EDWC or the volunteer may, at any time, with or without cause, terminate the relationship. Notice of such a decision should be communicated as soon as possible between the volunteer and his/her supervisor.
- It is the policy of EDWC to engage volunteers on the basis of their qualifications and interests regardless of gender, race, ethnicity, age, religious beliefs, veteran's status, disability or sexual orientation.

Signature _____ Date _____

Please return completed form to: Elkins Depot Welcome Center
 315 Railroad Avenue
 Elkins, WV 26241
 Email: elkinswelcomecenter@gmail.com

