



HUMAN RESOURCES VOLUNTEER APPLICATION

All aspects of the volunteer process will be administered without regard to race, color, religion, gender, national origin, age, marital status, disability, veteran status, genetic information, or any other basis protected by law. Inquiries may be directed to the Title IX and Section 504 Coordinator, Director of Human Resources, Smith Rogers Hall, 358 Mowbray Arch, AA/EOE Norfolk, Virginia 23509, Phone No. (757) 446-6043.

SECTION I – TO BE COMPLETED BY APPLICANT
Please print and use ink. All questions in this Section must be answered by applicant.

Form fields for personal information: Last Name, First Name, Middle Name, Other Names Known By, Address, City, State, Zip Code, Social Security No., Home Phone, Daytime Phone, Employment history, and Emergency Contact information.

Applicant Signature and Date fields.

SECTION II – TO BE COMPLETED BY DEPARTMENT

I acknowledge that that the attached job description is an accurate representation of the duties the above-named volunteer will perform. I agree to supervise the above-named volunteer from (start date) to (end date) and will ensure that he/she completes any required training prior to the start date. The volunteer should report to, on the start date.

Printed Name and Date fields for the department supervisor.

Approval Signature of Administrator and/or Chair and Date fields.

Please return completed form to the Office of Human Resources at 358, Mowbray Arch, Ste 101 or fax to 446-6135.