



Early Start Development Inc.

350 N. Sam Houston Parkway, Suite B200 Houston, TX 77060  
www.earlystartdevelopment.org  
Office: (281) 965-3373



## Volunteer Application Form



**Early Start Development, Inc.** is a non-profit organization that works with partnerships across the greater metro Houston area to provide creative programs designed to enrich the lives of the youth and young adults. This community based organization was established in 2005 and focuses on supporting clients with mentoring and coaching through real-life scenarios. Diverse experiences, talented skill-sets, and dedication are critical components to their success and we are committed to provide the environment to cultivate the necessary tools/skills in their future.

Our organization encourages the participation of volunteers who support our mission. If you agree with our mission and are willing to be interviewed and trained in our procedures, we encourage you to complete this form. The information on this form will be kept confidential and will help us find the most satisfying and appropriate volunteer opportunity for you. Thank you for your interest in our organization!

### Personal Information

Name:	Date:
Address:	
Home Phone:	Cell Phone:
Business Phone:	Work Phone:
E-Mail Address:	
Spouse or Parent Name:	
Birthday (Optional)--	Month: Day:

### Emergency Contact Information

Emergency Contact:	Relationship
Home Phone:	Work Phone: Cell Phone:

Are you currently a student?:  Yes  No Name of School/Institution: \_\_\_\_\_  
Highest Level of Education \_\_\_\_\_

### Volunteer History

Name of Organization	From: Mo/Yr	To: Mo/Yr	Position/Description of Role

### Employment Experience (optional)

Name of Organization	From: Mo/Yr	To: Mo/Yr	Position/Description of Role

<b>Availability</b>							
<i>(Please check all that apply or indicate specific times in comments section)</i>							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many hours are you available? _____ hours per week _____ hours per month							
Comments:							

<b>Areas of Interest</b>			
<i>(Please check all that apply or indicate in the comments section if focus is not located)</i>			
<input type="checkbox"/> Administrative Support	<input type="checkbox"/> Facilitating Workshops	<input type="checkbox"/> Videography	<input type="checkbox"/> Social Media
<input type="checkbox"/> SQL/Database Development	<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Mentoring
<input type="checkbox"/> Webinar	<input type="checkbox"/> Photography	<input type="checkbox"/> Community Outreach	<input type="checkbox"/> Blog/Newsletter
<input type="checkbox"/> Programs	<input type="checkbox"/> Graphics Artist	<input type="checkbox"/> Volunteer Recruitment	<input type="checkbox"/> Legal Support
<input type="checkbox"/> Web Development	<input type="checkbox"/> Marketing/Branding	<input type="checkbox"/> Data Management	<input type="checkbox"/> Financial/Audit
<input type="checkbox"/> Curriculum Development	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Other:
Comments:			

<b>References</b>			
<i>Please list three (3) personal references. Include complete e-mail addresses and phone numbers and where they can be reached</i>			
Name	Relationship	Phone Number	E-Mail Address

I authorize Early Start Development to obtain references from my application.

<b>Background Checks</b>
<i>Due to the nature of the work done here at Early Start Development and the responsibility placed upon volunteers, it is our practice to conduct criminal history background checks before accepting an individual into the volunteer program.</i>
Have you ever been convicted of a criminal offense? <input type="checkbox"/>
If yes, please explain:



**Volunteer Insurance Statement**

*(For use if Volunteer drives a car)*

I, \_\_\_\_\_ understand that if I use my personal automobile in my volunteer service, I will arrange to keep in effect automobile liability insurance.

Volunteer Name Here

Insurance Company Name:

Driver's License State:

Driver's License #:

Policy #:






Expiration Date:

**Confidentiality Agreement**

*I understand that all information (written or verbal) about clients/participants that is served by Early Start Development is confidential as well as privileged information involving staff, volunteers, or other persons or involves overall agency business and will not be shared with anyone without the express written consent of the participant or guardian. Breach of confidentiality is against the law and could result in a liability suit or fine against the agency and/or the individual.*

**Signatures and Authorizations**

*Please read the following carefully before signing this application:*

-  I understand that this is an application for and not a commitment or promise of volunteer opportunity, nor am I obligated to accept a position offered. Opportunities for volunteers are provided without regard to race, religion, gender, ethnic origin, disability, age, or sexual orientation.
-  I understand that all volunteers represent Early Start Development, Inc. and are subject to the rules and regulations for the organization.
-  I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with Early Start Development, Inc. that is true, correct, and complete to the best of my knowledge. I have not and will not withhold information that would unfavorably affect my application for a volunteer position
-  I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with Early Start Development, Inc. or my termination as a volunteer.
-  This application and any other documents obtained during the application process will remain confidential in the Executive Assistant's Office.

Signature of Volunteer Applicant: \_\_\_\_\_ Date Signed \_\_\_\_\_

