



Volunteer and Intern Services Program
Department of Community Justice
501 SE Hawthorne Blvd., Suite 250
Portland, OR 97214
Phone: 503.988.5634
Fax: 503.988.4132
www.multco.us/dcj/dcj-volunteers

The information furnished on this form is confidential and is to be utilized for the purpose of enabling the Department of Community Justice to determine your qualifications.

All questions must be answered to the best of your ability. Type or print legibly in black ink. If an item does not apply, enter "NA". If additional space is required, attach as many sheets of paper as may be required. Identify additional information by block number. More than one comment may be placed on a page.

CERTIFICATION

I hereby certify that all statements made in this application or appended to it are true and correct to the best of my knowledge. I am aware that withholding pertinent information or information found to be materially (grossly) inaccurate will be cause for refusing further consideration of my application, or will constitute grounds for my termination if I am placed as a volunteer or intern. I understand this is not to be considered as an indication of probable appointment to the Department, but as part of the selection process only. I understand that failure on my part to notify the Department of Community Justice of a change of address within thirty (30) days may subject my file to being closed.

Name: _____ **Date:** _____
(please sign to indicate you have read this page)

Please notify the Department of Community Justice at (503) 988-6133 regarding any change in residence address or telephone number.

Please return all information to:

Stephanie Bolson, CVA
Volunteer and Intern Coordinator
Department of Community Justice
501 SE Hawthorne Blvd., Suite 250
Portland, Oregon 97214
(503) 988-5634 Fax: (503) 988-4132

AN EQUAL OPPORTUNITY EMPLOYER



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Volunteer Application

Complete Legal Name (include middle name):			
Address:			
Street	City	State	Zip
Phones:			
Home	Work	Cell	
E-mail:			
Occupation:		Referred By: (List name of person, organization, school, etc.)	

Education and Formal Training

Do you have a High School Diploma or GED?

Colleges, Nursing, Military, Trades, Business or Other School(s) Attended

Name and Location	Course of Study	Date(s) Attended	Degree or Number of Hours Completed

List Currently Valid Professional or Vocational Licenses, Certificates or Registrations

Employment (Please list last four positions, or five year history, beginning with most recent)

Dates	Name and Location of Employer	Position

Volunteer Experience (relevant to this position)

Dates	Name and Location	Position/Duties

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If you know exactly what you want to do, list it here:	If you know exactly where you want to be placed, list it here:
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Choose up to 3 interest areas (#1 is your first choice):

<input type="checkbox"/>	Tutoring / Teaching Assistance
<input type="checkbox"/>	Facilitating Groups
<input type="checkbox"/>	Recreational Activities
<input type="checkbox"/>	Administrative Support
<input type="checkbox"/>	Research
<input type="checkbox"/>	Photography
<input type="checkbox"/>	Web Support
<input type="checkbox"/>	Religious Services

If you do not see an opportunity that interests you, please tell us what you would like to offer: _____

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Department of Community Justice Volunteer or Intern Reference Form

You have been asked to complete the following reference questionnaire for a Department of Community Justice Intern or Volunteer applicant. Please answer the questions as honestly as possible.

If you are a student or prospective volunteer seeking a reference, please provide this form to the reference of your choice.

Please note: relatives will not be accepted as references.

For questions, please contact: Stephanie Bolson, Volunteer & Intern Coordinator (stephanie.bolson@multco.us or 503.988.5634)

Your Name: _____

Email: _____

Phone: _____

Who are you providing a reference for? (First and Last Name)

How long have you known the applicant?

In what capacity do you know the applicant?

What have you observed as the applicant's strengths?

What have you observed as the applicant's weaknesses?

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Please rate the applicant on the following abilities:

	No ability	Limited ability	Some ability	Able	Very Able
Ability to relate to a wide range of people with different backgrounds, skills and experience					
Ability to remain calm in stressful situations					
Ability to work with challenging people					
Ability to work with little or no direction					
Ability to brainstorm and identify solutions					
Ability to take on a range of tasks, chip in where needed, and focus on a common goal					

Please add any additional information you would like to share with us about the applicant

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Attach your resume or include additional information about your skills, expertise and enthusiasm on this page.

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