

**NM ASIAN FAMILY CENTER
P.O. Box 27344
Albuquerque, NM 87125**

VOLUNTEER APPLICATION

Name: _____ Sex: M/F
Country of Origin: _____ Social Security # _____
E-mail Address: _____
Address: _____
Phone: _____ Cell: _____

Education

College/University/Trade School _____
Major: _____ Degree: _____

Employment Information

Present Occupation: _____
Place of Employment: _____
Type of Work: _____
Previous Employment: _____
Volunteer Experience: _____

Please list any Languages, other than English, which you speak fluently:

What general works are you most interested in doing? Please check all that appeal to you:

- Case management assistant
- Childcare during a support group/counseling
- Computer skill training for staff/client
- Community out-reach
- Language interpreter
- Legal support
- Training support
- Office work/Planning events, meetings, workshops

- Translator
- Transportation service
- Tutor
- Web-site design/management
- Others (please specify)

Please list any special skill, training, interests or hobbies that you have that may be useful to Asian Family Center _____

When do you prefer to volunteer?

- Monday Time _____
- Tuesday Time _____
- Wednesday Time _____
- Thursday Time _____
- Friday Time _____
- Saturday Time _____
- Sunday Time _____
- Other arrangement

Do you have a car? Yes/No

What personal traits do you have that you feel, would be a limitation in dealing with victims of domestic violence?

What experiences have you had in the area of victimization? (i.e. related course work, employment, personal)

Please list three references, who know you more than one year.

Name: _____ Phone: _____
E-mail Address _____
Relationship _____
Address: _____

Name: _____ Phone: _____
E-mail Address _____
Relationship _____
Address: _____

Name: _____ Phone: _____
E-mail Address _____
Relationship _____
Address: _____

Please complete this form and return to:

Asian Family Center
P. O. Box 27344
Albuquerque, NM 87125
kyokoabq@yahoo.com

NM Asian Family Center
Volunteer Personal Information Form

1. Are you at least 21 years of age?
Yes No
2. Do you have a valid New Mexico Drivers License?
Yes No
License # _____
3. Have you been convicted of a DWI within the past 5 years?
Yes No
4. Have you had any traffic violations with the past 3 years?
Yes No
5. Are you now, or have you ever been, convicted or plead guilty to the commission of any felony?
Yes No
If yes, please explain: _____

6. Have you ever been arrested for offences dealing with the mistreatment of children or violations of moral turpitude?
Yes No
If yes, please explain: _____

7. Is there anything in your back ground that might cause concern about (i.e. arrests, convictions, drug use, etc.)?
Yes No
If yes, please explain: _____

I, _____ hereby declare that the information provided by me in this application form is true, correct and complete to the best of my knowledge. I will permit NMAFC to conduct my background check.

Applicant Signature

Date

NM Asian Family Center Volunteer Category & Work

Level 1:

Volunteer works without direct client contact:

- Childcare
- Computer/technical training to staff and interns
- Fund raising activities
- Office work
- Out-reach activities: distribution of information/flyers, attending event table (with a staff),
- Translating work
- Typing
- Web-site design/management

Level 2:

Volunteer works include direct client contact:

- Case management assistance
- Computer/technical training to clients
- Interpreter
- Life-skill training/workshop assistance
- Transportation for clients
- Tutoring

Level 3:

Experienced volunteers, and medical or mental health professionals.

- Case management under supervision or consultation
- Run workshop and life-skill training

NM Asian Family Center Volunteer Requirements

NM Asian Family Center works with a target population of at risk Asian families. We ask following requirements to our volunteers.

Requirements	Level 1	Level 2	Level 3
Complete application form	√	√	√
Complete personal information form	√	√	√
Sign confidentiality form	√	√	√
Attendance of NM Asian Family Center Orientation	√	√	√
Attendance of Confidentiality Training	√	√	√
Completion of Family Violence related trainings (40hrs)		√	√
Copy of Liability Insurance			√
Submit a Children, Youth & Family services Department Criminal Reference Clearance Letter		(√)	(√)

NM Asian Family Center Volunteer Benefit

1. Letter of Recommendation:

When you have successfully accomplished volunteering with us over 40 hours, you are eligible to have a letter of recommendation from us for your future workplace or higher education.

2. Transportation Fee:

You will be able to receive the cost of your transportation, if it is approved by the volunteer coordinator. Please keep records of the mileage of your drive to the volunteer site and to your home.

3. Free Training:

Attendance in our approved training will be free of charge for our volunteers.

4. Others: