**Volunteer Application Form**

**Customer Service Assistant**

*Thank you for your interest in volunteering with CommonWord! As a volunteer, your gift of time, skills and experience helps CommonWord (and its partner, Together in Worship) provide Anabaptist and related resources to our growing Mennonite, ecumenical and neighbourhood communities – in-store and online.*

*Personal information collected on this form will be used to determine a prospective volunteer’s compatibility of the skills and availability with the needs of CommonWord.*

PERSONAL INFORMATION

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language(s) spoken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you want to volunteer at CommonWord?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are you at least 18 years of age? Yes □ No □

Please note: Volunteers must be 18 years or older for most roles at CommonWord

VOLUNTEER & RELATED WORK EXPERIENCE

 Please list any experience that may be relevant to volunteering at CommonWord

|  |  |  |
| --- | --- | --- |
| Organization | Description of Duties | Date |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

EDUCATION

 Please indicate highest grade level completed or currently pursuing

|  |  |
| --- | --- |
| School | Diploma/Degree Earned |
|  |  |

COMPUTER FAMILIARITY

Please indicate your level of experience with various computer software programs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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AVAILABILITY

Note: We are currently only looking for the Friday afternoon shift.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Shift | Monday | Tuesday | Wednesday | Thursday | Friday |
| M-F (1:00-5:00 PM) | N/A | N/A | N/A | N/A |  |

REFERENCES

Please provide 2 references, with email and phone contact information.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact info \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact info \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hearby declare this information is true and complete to my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Thank you for your interest in CommonWord. While we try to place every prospective volunteer, we reserve the right to decline applications. Interviews and reference checks are a standard part of the CommonWord recruitment and screening process. For more information, please visit* [*www.commonword.ca*](http://www.commonword.ca)*.*

**Please submit your completed application to:**

**Mail:** 600 Shaftesbury Blvd, Winnipeg, MB R3P 0M4 ● **Visit:** 2299 Grant Ave., Winnipeg

**Email:** afriesenepp@commonword.ca ● **Phone:** 204-594-0527 ext 333

Arlyn Friesen Epp

Director, CommonWord