

# APPLICATION FOR VOLUNTEERS

## COPE Community Services, Inc.

1485 W. Commerce Court  
Tucson, AZ 85746  
520-792-4139 520-624-9144

### COPE IS AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions for which they qualify without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

APPLICATION MUST BE FILLED OUT IN FULL TO BE CONSIDERED.

PRINT OR TYPE ALL INFORMATION

Last Name	First Name	Middle Name
Mailing Address	City	State Zip
Daytime Telephone Number	Evening Telephone Number	
Social Security Number	Date	

## DESIRED POSITION

Title of Desired Position	
Please check your working availability: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call	
Please check the shifts that you are available to work: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights	
Please check the days that you are available to work: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Date available to begin work: ___ / ___ / ___	
Are you at least 21 years of age (licensing requirement)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been previously employed by us? If yes, please provide dates: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously filed an application with us? If yes, please provide dates: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any of your friends or relatives work for COPE? If yes, please provide names, relationships, and locations of employment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed? May we contact your current employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime or felony? If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No

## EDUCATION/TRAINING

Degrees/Certifications (Please check all that apply and mark only degrees awarded)			
<input type="checkbox"/> Ph.D.	<input type="checkbox"/> MA/S Psych	<input type="checkbox"/> BS/BA Psych	<input type="checkbox"/> MC
<input type="checkbox"/> DSW	<input type="checkbox"/> MSW	<input type="checkbox"/> BSW	<input type="checkbox"/> C.I.S.W.
<input type="checkbox"/> M.ED	<input type="checkbox"/> MPH	<input type="checkbox"/> MBA	<input type="checkbox"/> MPA
<input type="checkbox"/> M.D.	<input type="checkbox"/> RN	<input type="checkbox"/> LPN	<input type="checkbox"/> BS Nursing
		<input type="checkbox"/> AA/S _____	<input type="checkbox"/> M.Div.
		<input type="checkbox"/> CPA	<input type="checkbox"/> Other _____

High School	Location	Focus of Study	Date Diploma Awarded
College/University	Location	Major/Minor	Degree & Date Awarded
College/University	Location	Major/Minor	Degree & Date Awarded
College/University	Location	Major/Minor	Degree & Date Awarded

Languages You Speak Fluently	Languages You Write	Languages You Read
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## WORK EXPERIENCE

PLEASE LIST MOST RECENT POSITION FIRST – ATTACHED ADDITIONAL SHEETS IF NEEDED

Employer	Dates of Employment
Address / Phone	Position
Supervisor	Salary
Duties/Responsibilities	Reason for Leaving

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## PROFESSIONAL REFERENCES

List only references who can provide information about your previous work experience

**Do *not* include personal references or family members**

Name	Relationship	Occupation	Years Known	Telephone
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## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I certify that I have a valid Arizona Driver's license and do not have more than two (2) moving violations in the past three (3) years. (DUI or reckless driving automatically excludes you from coverage.) \_\_\_\_ **Initials** or \_\_\_\_ **N/A**

I authorize investigation of all statements and verification of work history contained in this application.

This application for volunteer services shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for volunteer services or employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any relationship with this organization is of an "at will" nature, which means that I may resign at any time and the employer may discharge me at any time with or without cause. It is further understood that this "at will" relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the CEO of COPE Community Services, Inc.

In the event of volunteer services or employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of the employer.

Applicant's Signature: \_\_\_\_\_

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

COMPLETION OF THE BELOW SECTION IS VOLUNTARY. REFUSAL TO PROVIDE INFORMATION WILL NOT SUBJECT APPLICANT TO ANY ADVERSE TREATMENT.

ALL INFORMATION WILL BE KEPT CONFIDENTIAL.

COPE Community Services, Inc. is trying to find out who is applying for opportunities and if all people in the community are hearing about such vacancies. Please help us in our commitment to Equal Opportunity by completing the information below.

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

**WHERE DID YOU HEAR ABOUT THIS OPPORTUNITY?**

- Newspaper Ad     COPE Website     Jobing.com Website     Family/Friend
- CPSA/CPSAjobs.org Website     Employment Agency     COPE Employee
- Job Fair     Tucson Indian Center     D.E.S. Job Service     U of A
- Pima Comm. College     Tucson Urban League     Fred Acosta Job Corps

**GENDER**

- Male     Female

**RACE/ETHNICITY**

- Black or African American (Not Hispanic or Latino)     Hispanic or Latino
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- White (Not Hispanic or Latino)     Two or More Races (Not Hispanic or Latino)
- Choose Not To Disclose

**VETERAN STATUS**

- Not a Veteran     Disabled Veteran
- Veteran of the Vietnam-era     Other Veteran