



350 N. Sam Houston Parkway, Suite B200 Houston, TX  
www.earlystartdevelopment.org  
Office: (713) 294-2214



## 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: \_\_\_\_\_ Business 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: \_\_\_\_\_

### 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



Availability (Please check all that apply or indicate specific times)			
Name of Organization	From: Mo/Yr	To: Mo/Yr	Position/Description of Role

How many hours are you available? \_\_\_\_\_ hours per week \_\_\_\_\_ hours per month

Comments:

---

What areas are of most interest to you?

☐ Office/Clerical

☐ Events

☐ Outreach/Public Relations

☐ Social Media

References <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.

Background Checks <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.

Insurance Company Name:

Driver's License State:

Driver's License #:

Policy #:






Exp: 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 \_\_\_\_\_