

Ruby's Place

Volunteer/Trainee/Intern Application

"Empowering women and children to overcome obstacles and renew their sense of self."

Ruby's Place is committed to building a diverse organization. We encourage prospective volunteers to apply regardless of race, color, ethnicity, national origin, gender, religion, sexual orientation, HIV status, or disability.

FOR OFFICE USE ONLY:

Recommended for interview? Yes No

Interviewed by: _____ Date: _____

Program Placement: _____

Supervisor: _____

APPLICANT INFORMATION:

Name: _____

Phone: _____

Email: _____

Address: _____

THIS IS A VOLUNTEER APPLICATION FOR (please circle one):

Volunteer long-term (3+ months)

Volunteer short-term (>3 months)

Intern

PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

Your responses to the following are completely confidential. This application is designed to help you determine whether volunteering with Ruby's Place will best meet your needs and to assist us in making a similar decision.

Name _____ Date _____

1) How did you hear about Ruby's Place?

2) Why are you interested in volunteering with our organization?

3) What do you hope to gain from your experience at Ruby's Place? (Please include any training or skills you hope to acquire.)

4) Please list and describe any prior volunteer or relevant work experience that could serve you while volunteering with our program? (You are encouraged to attach your resume to this application.)

5) What are your skills/strengths that are relevant to volunteering at Ruby's Place?

6) What do you see as potential challenges or area(s) of difficulty in your work here?

PROGRAMS AND VOLUNTEER OPPORTUNITIES:

Together we will be exploring the volunteer options that will best meet both your interests and the needs of Ruby's Place.

- One Day Projects or Activities (events, facilities, gardening, painting, clean up, etc.)
- Children's Program/Tutoring
- Fundraising
- Office Assistant
- Technical Assistant
- Advocate's Assistant (Fall 2016)

Which program(s) would you be interested in volunteering?

Please indicate the day(s) and time(s) that you are available to volunteer:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

REFERENCES:

Please give two non-related references that can provide information regarding your ability to volunteer at Ruby's Place.

Name: _____ Relationship: _____

Phone: _____ Years Acquainted: _____

Name: _____ Relationship: _____

Phone: _____ Years Acquainted: _____

Do you have a valid California driver's license? Yes No

Please attach a copy of your license to this form.

Do you have your own transportation? Yes No

Have you ever been convicted of a crime or felony? Yes No

If yes, please explain: _____

Please note that all volunteers are required to complete a background check.

Would you be willing to submit a background check? Yes No

If yes, please provide the following information:

Full Legal Name

Social Security Number

Address

City

State

Zip

Phone Number

PROGRAM COMMITMENTS:

- Our program requires a **3 month** commitment from our volunteers working with the Children’s Program (unless another arrangement is mutually agreed to among the volunteer, the Volunteer Coordinator, and the Director).
- Ruby’s Place requires all volunteers to attend Volunteer Orientation before volunteering.
- Ruby’s Place requires that all direct service volunteers participate in the 40 hour Domestic Violence Counseling Training. **Please note:** Ruby’s Place may cover part of the cost of the Domestic Violence Counseling Training for volunteers committed to three months or more of volunteer service. Those who commit to less than three months will be asked to pay for the cost of training.

Do you feel that you can make the above commitments? Yes No

APPLICANT’S STATEMENT:

I certify that the answers given herein are true and complete to the best of my knowledge.

Applicant’s signature

Date

Thank you for your interest in volunteering with Ruby’s Place. Please send your completed application via U.S. mail, email, or fax.

**Ruby’s Place
Attn: Volunteer Coordinator
1180 B Street
Hayward, CA 94541**

Phone: (510) 931-6047 | Fax: (510) 581-5628 | Email: volunteer@rubysplace.org

OFFICE USE ONLY:

Received: _____ Reviewed by: _____ Contacted: Yes No _____