



The Skalny Building • One Mount Hope Avenue, Rochester, NY 14620 • (585) 935-7800 • Fax (585) 232-1391 • www.BivonaCAC.org

## VOLUNTEER APPLICATION

*Bivona Child Advocacy Center is an equal opportunity employer and supports workforce diversity. We do not discriminate against any employee, applicant for employment or volunteer because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status. Please return the completed forms to [volunteer@bivonacac.org](mailto:volunteer@bivonacac.org) or mail them to:*

*Bivona Child Advocacy Center  
Attention: Carrie Dengler  
The Skalny Building  
One Mount Hope Avenue  
Rochester, New York 14620*

### PLEASE COMPLETE THE FOLLOWING:

NAME: LAST	FIRST	MIDDLE	DATE:
HOME ADDRESS			ZIP CODE:
CITY / STATE :			DATE OF BIRTH (Month/Date/Year):
EMAIL:			DRIVER'S LICENSE NUMBER/STATE:
PHONE: HOME	CELL	OTHER	DO YOU HAVE RELIABLE TRANSPORTATION?
DAYS AND TIMES AVAILABLE TO VOLUNTEER:			HAVE YOU EVER APPLIED TO BE A VOLUNTEER IN THE PAST?

### WHOM SHOULD WE CONTACT IN AN EMERGENCY?

NAME:	PHONE (Day)	PHONE (Night)
RELATIONSHIP:	( )	( )

### REFERENCES:

References should not be related to you.

NAME	ADDRESS	PHONE	NATURE OF ASSOCIATION
1.		( )	
2.		( )	
3.		( )	

**EDUCATION COMPLETED:**

NAME OF HIGH SCHOOL, COLLEGE OR UNIVERSITY ATTENDED	LOCATION (CITY,STATE)	MAJOR	DATE ATTENDED From -- To	DEGREE/CERTIFICATE EARNED

**LIST VOLUNTEER OR PAID JOBS HELD IN THE PAST 5 YEARS, BEGINNING WITH MOST RECENT:  
Attach additional sheets if necessary.**

EMPLOYER AND ADDRESS:	NAME OF SUPERVISOR: TITLE: PHONE #: (    )	DATES EMPLOYED (Month/Year): From:                      To: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTEER
POSITION HELD:		REASON FOR LEAVING:
DUTIES AND RESPONSIBILITIES:		
EMPLOYER AND ADDRESS:	NAME OF SUPERVISOR: TITLE: PHONE #: (    )	DATES EMPLOYED (Month/Year): From:                      To: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTEER
POSITION HELD:		REASON FOR LEAVING:
DUTIES:		
EMPLOYER AND ADDRESS:	NAME OF SUPERVISOR: TITLE: PHONE #: (    )	DATES EMPLOYED (Month/Year): From:                      To: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTEER
POSITION HELD:		REASON FOR LEAVING:
DUTIES:		

**IF YOU ARE A STUDENT, PLEASE ANSWER THE FOLLOWING QUESTIONS:**

SCHOOL:	ADVISOR NAME / DEPARTMENT:
YEARS COMPLETED:	MAJOR/MINOR:
WHEN WILL YOU GRADUATE?	CAREER GOALS?
SCHEDULE:	

**WHICH AREA(S) ARE YOU INTERESTED IN VOLUNTEERING?**

- RECEPTION / WAITING AREA
- DATA ENTRY
- SPECIAL EVENTS
- BOARD / COMMITTEE MEMBER
- MARKETING, GRAPHIC DESIGN, COMMUNICATIONS
- SPECIAL EVENTS
- BIVONA YOUNG PROFESSIONAL
- STUDENT INTERN

PROJECTED LENGTH OF COMMITMENT

- 6 MONTHS     1 YEAR     OTHER:

WHAT SKILLS AND RELATED EXPERIENCE DO YOU HAVE THAT WILL ASSIST YOU IN VOLUNTEERING AT BIVONA?

**HOW DID YOU LEARN ABOUT BIVONA CHILD ADVOCACY CENTER?**

- VOLUNTEER/INTERN FAIR     PERSONAL REFERRAL     SCHOOL     INTERNET: \_\_\_\_\_  
 OTHER: \_\_\_\_\_

WHAT ARE YOUR HOBBIES AND INTERESTS?

WHAT IS YOUR FAMILIARITY AND COMFORT LEVEL WITH CHILD ABUSE ISSUES?

WHY DO YOU WISH TO VOLUNTEER FOR BIVONA?

WHAT ARE YOUR STRENGTHS?

## CONDITIONS OF AGREEMENT

- Volunteers / Interns are not considered employees of Bivona.
- Volunteer / Intern arrangement does not provide compensation or employee benefits of any kind.
- Volunteers / Interns are not entitled to employment at Bivona at conclusion of arrangement.
- Bivona is not liable for an injury sustained or health conditions that may arise for the Volunteer / Intern during the course of this arrangement.
- Volunteer / Intern will adhere to the Bivona policies and procedures, as applicable, as set forth in the Volunteer Handbook including the Social Media and Whistleblower Policies, Conflict of Interest and Confidentiality sections and Dress Code.

This document does not serve as an employment contract but rather, specifies the goals, intent, and details of the arrangement between the potential Volunteer / Intern and Bivona.

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Volunteer / Intern Signature

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Date

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Carrie Dengler  
Client Services Manager  
Bivona Child Advocacy Center

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Date