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CENTRAL VIRGINIA LEGAL AID SOCIETY VOLUNTEER APPLICATION

RPA [] JSRCC [] Centura [] Shepard Program [] Other

Address: Street City State/Zip (Cell)

Phone Numbers: (11) (11)

(E-Mail) Drivers License #: U.S. Citizen: [] Yes [] No

Emergency Contact: Name Address: Street, City and State Phone/cell

Why are you interested in volunteering at CVLAS?

Describe any previous or current volunteer experience:

Describe your formal education, training and special skills:

Please list two (2) personal references we can contact:

Name Address: Street, City and State Phone Number

Name Address: Street, City and State Phone Number

I would like to volunteer in the following office(s): [] Richmond [] Petersburg [] Charlottesville

Please check the type(s) of volunteer work that interest you:

- [] Answering telephones and greeting clients [] Typing letters/envelopes [] Sign language interpreter [] Telephone Intakes, entering data into computer, [] Filing [] Foreign Language interpreter Language [] Scheduling appointments [] Making office copies [] Assisting in mass mailings/collation [] Walk-in Intakes, entering data into computer, scheduling appointments [] Copying files at SSA for lawyers/paralegals [] Legal research [] Faxing [] Running office errands [] Typing pleadings [] Participating in volunteer recruitment events

I can volunteer a total of _____ hours per week with CVLAS. I can volunteer on the following day(s) and time(s):

Mondays from _____ to _____ Tuesdays from _____ to _____ Wednesdays from _____ to _____ Thursdays from _____ to _____ Fridays from _____ to _____ Office closed on Saturday and Sunday

Please read and sign the confidentiality statement. By signing this statement you agree to the following terms and conditions:

I hereby agree to keep all matter pertaining to clients or potential clients confidential. I will not reveal the names of clients or potential clients nor will I discuss his or her case with anyone other than CVLAS employees.

I also certify that the information I have provided you is true to the best of my knowledge.

Date: Volunteer Applicant: Signature (Application must be signed)

Date Interviewed: Interviewer: [] Accept [] Reject