



## VOLUNTEER APPLICATION

3850 Viscount Ave Ste 9, Memphis, Tennessee 38118

901-654-3003

Lewis Help Today Foundation is an equal opportunity company. This application will not be used for limiting or excluding any Volunteer Applicant from consideration for a volunteer opportunity on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

*Please fill out all of the sections below:*

### Volunteer/Applicant Information

**Applicant Name & Social**

**Security Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

### Volunteer Position

**Position(s) applying for:** Volunteer Position ( part time)

How did you hear about this position? \_\_\_\_\_

What days are you available for work? \_\_\_\_\_

What hours or shift are you available for work? \_\_\_\_\_

If needed, are you available to work overtime? \_\_\_\_\_

On what date can you start working if you are hired? \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

### Personal Information

Have you ever applied to or worked for Lewis Help Today Foundation before?

Yes

No

If yes, when?

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Do you have any friends, relatives, or acquaintances working for Lewis Help Today Foundation	Yes	No
If yes, state name & relationship:		

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Are you 18 years of age or older?	Yes	No
Are you a U.S. citizen or approved to work in the United States?	Yes	No
What document can you provide as proof of citizenship or legal status?		

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Do you have any condition which would require job accommodations?	Yes	No
If yes, please describe accommodations required below.		

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Have you ever been convicted of a criminal offense (felony or misdemeanor)?	Yes	No
If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:		

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*(Note: No applicant will be denied volunteer opportunity solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

**Job Skills/Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

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*(Note: Lewis Help Today Foundation complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. )*

**Education and Training**

**High School**

Name	Location (City, State)	Year Graduated	Degree Earned

**College/University**

Name	Location (City, State)	Year Graduated	Degree Earned

**Vocational School/Specialized Training**

Name	Location (City, State)	Year Graduated	Degree Earned

**Military:**

Are you a member of the Armed Services? \_\_\_\_\_

What branch of the military did you enlist? \_\_\_\_\_

What was your military rank when discharged? \_\_\_\_\_

How many years did you serve in the military? \_\_\_\_\_

What military skills do you possess that would be an asset for this position?

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**Previous Volunteer opportunity**

**Employer Name:** \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 City, State and Zip Code: \_\_\_\_\_  
 Employer Telephone: \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

**Employer Name:** \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 City, State and Zip Code: \_\_\_\_\_  
 Employer Telephone: \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

**Employer Name:** \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_  
 Employer Telephone: \_\_\_\_\_  
 Dates Employed: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

**References**

Please provide 3 personal and professional reference(s) below:

Reference	Contact Information

**Additional Information:**

Why would you like to become a volunteer with the Lewis Help Today Foundation?

\_\_\_\_\_  
 \_\_\_\_\_

How did you hear about Lewis Help Today Foundation?

\_\_\_\_\_  
 \_\_\_\_\_

Do you offer services that can help the Lewis Help Today Foundation?

\_\_\_\_\_  
 \_\_\_\_\_

Have you ever volunteered with any other company? If yes, please provide where and how long.

\_\_\_\_\_  
 \_\_\_\_\_

**AT-WILL VOLUNTEER OPPORTUNITY**

The relationship between you and the Lewis Help Today Foundation is referred to as "volunteer opportunity at will." This means that your volunteer position can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Lewis Help Today Foundation. No representative of Lewis Help Today Foundation has authority to enter into any agreement contrary to the foregoing "volunteer opportunity at will" relationship. You understand that your volunteer opportunity is "at will," and that you acknowledge that no oral or written statements or representations regarding your volunteer opportunity can alter your at-will volunteer opportunity status, except for a written statement

signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: \_\_\_\_\_ Dated: \_\_\_\_\_