



3101 Broadway
Gary, Indiana 46409

DATE 11 31

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work/Cell Phone	
E-mail Address	
Birthday	

During which hours are you available for volunteer assignments?

_____ Weekday mornings
 _____ Weekday afternoons
 _____ Weekday evenings

_____ Weekend mornings
_____ Weekend afternoon
_____ Weekend evenings

Tell us in which areas you are interested in volunteering

☐ Administration ☐ Deliveries
☐ Events ☐ Phone Bank
☐ Field Work ☐ Newsletter production
☐ Fundraising ☐ Volunteer Coordination

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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Previous Volunteer Experience

Summarize your previous volunteer experience.

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

OUR POLICY: It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

Thank you for completing this application form and for your interest in volunteering.



Urban League of Northwest Indiana, Inc.

Volunteer Skills Assessment

Use this form to document your skills inventory. It is helpful for you to keep a skills inventory and update it as you increase your skills.

Desktop Computer Skills				
<i>Skills for using a computer to produce business reports, presentations, letters, memos, and other office communications.</i>				
General Skills	<i>Evaluate your skill level to identify areas you can work on.</i>			
	<i>Power User</i>	<i>Highly Skilled</i>	<i>Adequate</i>	<i>Marginal</i>
<i>File Management</i>	☐	☐	☐	☐
<i>Internet</i>	☐	☐	☐	☐
<i>Microsoft Windows</i>	☐	☐	☐	☐
Applications	<i>List specific software applications that you know how to use:</i>			
<i>Microsoft Office Access</i>				
<i>Microsoft Office Excel</i>				
<i>Spreadsheets</i>				
<i>PowerPoint</i>				
<i>Graphics Arts/Web Design</i>				

OVER

People Management Skills

Rate your skill level in working with people on the job in order to help them achieve goals.

	Exceptional	Exceeds Requirements	Meets Requirements	Marginal	Needs Work
Active listening — Giving full attention to others without interrupting.	☐	☐	☐	☐	☐
Negotiation — Finding common ground between opposing parties.	☐	☐	☐	☐	☐
Conflict resolution — Bringing people together and reconciling differences.	☐	☐	☐	☐	☐
Service orientation — Actively looking for ways to help others.	☐	☐	☐	☐	☐
Persuasion — Persuading others to change their minds or behavior.	☐	☐	☐	☐	☐
Delegating — Matching tasks to people with the appropriate skills and interest to do them.	☐	☐	☐	☐	☐
Coordination — Adjusting actions in relation to the actions of others as necessary.	☐	☐	☐	☐	☐
Instructing — Teaching others to do something, making sure that they comprehend.	☐	☐	☐	☐	☐
Speaking — Talking to others to convey information effectively.	☐	☐	☐	☐	☐
Writing — Communicating effectively in writing as appropriate for the intended recipients.	☐	☐	☐	☐	☐
Monitoring — Assessing performance and stepping in to make improvements.	☐	☐	☐	☐	☐
Email etiquette — Taking time to write clearly and respond appropriately.	☐	☐	☐	☐	☐