



# Hub City Outreach Center

Briercroft Office Park #4, Lubbock, TX 79412

Team@HubCityOutreachCenter.org

HubCityOutreachCenter.org

806-300-2848

## Volunteer / Internship Application

Application Date \_\_\_\_\_ Desired Position (check box)  Volunteer  Internship

Desired Area Position (circle) Youth Prevention   Outreach   Advertising/Marketing   Tutoring

Full Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Valid Drivers License # \_\_\_\_\_ Social Security # \_\_\_\_-\_\_\_\_-\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

### Employment History:

#### Current Employment:

Are you currently employed  Yes  No If so, where? \_\_\_\_\_

Address of Employer \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

What is your position? \_\_\_\_\_ How long have you worked at this place? \_\_\_\_\_

May we contact your employer?  Yes  No

Do you have any family members that work at Hub City Outreach Center or have they ever?  Yes  No \_\_\_\_\_

If yes please explain \_\_\_\_\_

### Highest Education & Skill Background

School \_\_\_\_\_ Dates Attended \_\_\_\_\_

School \_\_\_\_\_ Dates Attended \_\_\_\_\_





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Do you belong to any special groups, clubs, or organizations? \_\_\_\_\_ If so, please describe them \_\_\_\_\_

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Have you ever been convicted of a crime? \_\_\_\_\_ If so, please explain \_\_\_\_\_

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Please tell us about your hobbies:

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Reason for wanting to be part of the Hub City Outreach Center team as a volunteer or intern?

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Please check the boxes of the skills/trainings you possess:

- Computer Skills (Adobe, Microsoft)       De-escalation Training       Anger Management Training
- Administrative Skills (Organizing, filing)       Safe-Talk Training       Work with at-risk youth/families
- Teaching/Presenting Experience       First Aid & CPR Training       Word-Press Applications
- Tutoring, please list subjects \_\_\_\_\_       Facebook / Ad-Words
- Other Languages Spoken, please list \_\_\_\_\_

## References

Name \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Are you willing to take a drug test?  Yes  No

Are you willing to submit for a criminal background check?  Yes  No

How did you hear about us? \_\_\_\_\_





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Please explain your availability. Please note that our available work hours vary, as our latest hour goes to 8pm on some days to serve the community. Please provide your availability on an 8am – 8pm frame.

Day:            M            Tu            W            Th            F            Sa            Su

Hours:

Please provide any additional information you would like us to know about you: \_\_\_\_\_

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I certify the above following is true to the best of my knowledge. I understand that this is not a guarantee the above position, and if I am considered for a volunteer or internship position, do agree to follow all policies and procedures as any other Hub City Outreach Center employee. I do give Hub City Outreach Center my permission to check my current, previous employers, references, and do background checks.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





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## FOR ADMIN USE ONLY:

Projected Interview Date: \_\_\_\_\_

Supervisors Name \_\_\_\_\_ Date \_\_\_\_\_

HR Rep Name \_\_\_\_\_ Date \_\_\_\_\_

Additional Panel Interview Staff Name \_\_\_\_\_ Position \_\_\_\_\_

Additional Panel Interview Staff Name \_\_\_\_\_ Position \_\_\_\_\_

Additional Panel Interview Staff Name \_\_\_\_\_ Position \_\_\_\_\_

Additional Comments:

