



Volunteer Application

For more information on our volunteer opportunities, or to complete this application online,
Visit www.communitylinknc.org/volunteer.

General (please print or type)

Last Name: _____ First Name: _____ Middle: _____

Email: _____ Best Contact Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Are you 18 or older? Yes No

Education & Background

GED/High School

Associate Degree

Bachelor's Degree

Master's Degree

PhD, J.D., or M.D.

Other, please explain: _____

Other than English, list any other languages in which you are fluent: _____

Please list any current or past volunteer experiences.

Volunteer Selection (you may check more than one)

For which volunteer experience are you applying?

Guest Services Member

Financial Coach

Committee Service

Tax Aide

Tax Preparer

Greeter

Interpreter

Site Coordinator (*paid position, previous tax experience preferred, responsible for site operations, IRS compliance, and volunteer staffing and supervision*)

To be completed by returning Tax Aides

How many years have you volunteered? _____

List the Tax Site(s) where you prefer to volunteer, or n/a if no preference:



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Involvement

Please list your employer, if applicable: _____

Please list the school you attend, if applicable: _____

Do you need us to report your hours volunteered to an employer or other organization? If so please tell us where you would like your hours sent:

Please list any other community affiliations (Faith, Civic, Club, etc.)

Have you ever been convicted of a crime? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.



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Affirmation Page

Volunteers are required to:

- Treat all customers in a professional, courteous, and respectful manner.
- Act as a representative of Community Link while engaged in their volunteer capacity.
- Not accept payment or solicit donations.
- Not discuss any personal information regarding Community Link customers outside of Community Link.
- Not engage in criminal or dishonest conduct that would have a negative effect as a Community Link volunteer.
- Not solicit business from any Community Link customers or use any personal knowledge about a Community Link customer for the purposes of any direct or indirect personal benefit or for the benefit of any other specific individual, organization or financial institution.
- Acknowledge your responsibility to respect the confidentiality of Community Link, employment, financial or department records, to follow office procedures in order to protect privacy, and to act in a professional manner in all instances, including communications with other members of CFSC and CFSC Shared Services, LLC staff, partner agency staff, and the public. Communications include face to face conversations, written communications, electronic communications, and communications conducted over the phone
- Agree: (i) to hold any proprietary information in strict confidence and to take all reasonable precautions to protect such confidential/proprietary information (ii) not to disclose any such confidential/proprietary information or any information derived therefrom to any third person, (iii) not to make any use whatsoever at any time of such confidential/proprietary information except to provide the agreed upon services of CFSC Shared Services, LLC, and (iv) not to copy or reverse engineer any such confidential/proprietary information

Statement of Consent

- I confirm that the information provided in this application is accurate to the best of my knowledge.
- I authorize Community Link to conduct a criminal background search, if applicable to the role.
- I understand that Community Link may contact my listed references and any other persons of interest as appropriate to complete this application process.
- I understand that if I am found acting indiscreetly with confidential/proprietary information or not protecting privacy of Community Link, employee or client or others through my actions, I will be relieved from my volunteer role(s).
- I understand my likeness such as photos, voice, or written statements may be used as a part of Community Link's marketing, media release, or social media to promote volunteer opportunities and program success.

Volunteer Protection

The Volunteer Protection Act generally protects unpaid volunteers from liability for acts or omissions that occur while acting within the scope of their responsibilities at the time of the act or omission. It provides no protection for harm caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer. For additional information on volunteer protection, please refer to VOLUNTEER PROTECTION ACT OF 1997, PUBLIC LAW 105-19—JUNE 18, 1997.

Print Name

Date

Signature

Fax this application to Attn: Volunteers at 704-943-9519 or email at volunteer@communitylink-nc.org.

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