



Community Career Center - Volunteer Application

Return completed APPLICATION and RESUME to: ccc@communitycareercenter.org

(Volunteer commitment is a minimum of 4 hours per month)

Name: _____ Date: _____

Home Address: _____

City, State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Birthday: _____ Email Address: _____
Month/Day (only)

How did you hear about the Community Career Center? _____

Educational Background: College/University Name: _____

Major/Area of Study: _____

Are you fluent in another language other than English? _____

Are you interested in presenting career workshops? (Topics) _____

Are you interested in presenting the CCC Orientation (Wednesday/Saturday 9-10) _____

What days and hours can you commit to each month? _____

HOURS: Monday–Thursday 9:00-3:00, Friday - Saturday 9:00-1:00

Place an X next to the One-On-One Session Appointment Topics of interest:

- Career Exploration (Help job seeker discover transferrable skills, career interests, etc.)
- Job Search Strategy (Help job seeker with time management, websites, research, etc.)
- Resume Review (Combination Style Resumes)
- Mock/Video Interview (Practice interview questions based on job seeker objectives, etc.)
- Networking Skills (Help job seeker form elevator speech, handbill, etc.)
- LinkedIn Review (Help job seeker create, update, or troubleshoot LinkedIn profile)
- Computer Skills: Microsoft Office Word Excel PowerPoint Access 2007 2010 2013
- Windows 8
- General Website Navigation

References

Please list two references/contact number: 1. _____

2. _____

Conflict of Interest Statement For Volunteer Staff

This is to certify that to the best of my knowledge, I, am not now, nor at any time in the past have been a participant, directly or indirectly, in any material arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with United Way which could result in personal benefits to me. Nor have I been a material recipient of directly or indirectly, of any compensation, loans, gifts of any kind, or any free services, discounts, or other fees from or on behalf of any person or organization engaged in any transactions with the United Way or recipient agency.

Signed: _____ Date: _____



COMMUNITY CAREER CENTER

CONFIDENTIALITY AGREEMENT

We sincerely appreciate your willingness to donate your time and talents to the Center. Without the active support of volunteers, the Center simply could not operate.

In order to accomplish our mission, to empower job seekers, we have access to confidential information primarily pertaining to job seekers but also relating to donors and employers. It is extremely important to keep this information confidential and use it exclusively according to the following guidelines:

1. Information obtained at or on behalf of the Center is used solely for the purposes of the Center.
2. Information about job seekers and others associated with the Center cannot be disclosed to any individual or organization without the express written approval from the job seeker.
3. Client, donor and employer files are kept here at the Center. Copies of this information cannot be made without prior approval from the Board of Directors or Executive Director.
4. Discussion of information contained within files (including the identity of the job seeker) is prohibited to anyone other than staff/volunteers. In the office and between staff members, there may be a need to discuss clients. When you must do so, please discuss the individual as if they were present and not in the presence of other job seekers.

Types of confidential information **not** to be disclosed includes but is not limited to:

1. Identity of CCC clients (sometimes including personal recognition in public)
2. Reasons for unemployment
3. Financial information
4. Any personal information (i.e.: address, phone, etc.)
5. Assessments or evaluation of any kind.

I have read and agree to abide by the above policy.

Signed: _____
(Volunteer)

Date: _____