



CITY OF KETTERING

**ACTIVE Volunteer Application**

**BASIC INFORMATION:**

Name _____	Spouse's Name _____
Street Address _____	City _____ Zip _____
Home Phone _____	Business Phone _____
Age (Optional) _____	E-mail Address _____

**EMPLOYMENT HISTORY:**

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes**, please list your employer \_\_\_\_\_

Current Occupation \_\_\_\_\_

**If no**, please list your former employer \_\_\_\_\_

Former Occupation \_\_\_\_\_

**EDUCATION AND TRAINING:**

Please check the highest level attained:

\_\_\_\_\_ High School Graduate \_\_\_\_\_ Some College Courses \_\_\_\_\_ College Graduate

College Degree or Major \_\_\_\_\_

Other Special Training \_\_\_\_\_

Please list any civic groups or other volunteer activities you are involved in:

\_\_\_\_\_

\_\_\_\_\_

Hobbies \_\_\_\_\_

**MISC. INFORMATION:**

Why do you want to volunteer for the City of Kettering? \_\_\_\_\_

\_\_\_\_\_

How did you hear about the ACTIVE Volunteer Program? \_\_\_\_\_

\_\_\_\_\_

Is there a specific department in which you would like to volunteer? \_\_\_\_\_

**Please complete reverse side**

**EMERGENCY INFORMATION:**

In case of emergency, please contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_

**AVAILABILITY:**

Please circle the hours you are usually available to volunteer:

Monday	8am – Noon	Noon – 5:00 pm	5:00 pm - Midnight
Tuesday	8am – Noon	Noon – 5:00 pm	5:00 pm - Midnight
Wednesday	8am – Noon	Noon – 5:00 pm	5:00 pm - Midnight
Thursday	8am – Noon	Noon – 5:00 pm	5:00 pm - Midnight
Friday	8am – Noon	Noon – 5:00 pm	5:00 pm - Midnight
Saturday	8am – Noon	Noon – 5:00 pm	5:00 pm - Midnight
Sunday	8am – Noon	Noon – 5:00 pm	5:00 pm - Midnight

**SKILLS:**

Below is a list of our city volunteer opportunities. Please check those that interest you:

<input type="checkbox"/> Assemble Lathrem Letter(Senior Ctr.)	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Open Mail
<input type="checkbox"/> Assist with the Disabled	<input type="checkbox"/> Dispatcher (Senior Ctr.)	<input type="checkbox"/> Photographer
<input type="checkbox"/> Baker	<input type="checkbox"/> Filing	<input type="checkbox"/> Police Dept. Activities
<input type="checkbox"/> Bingo	<input type="checkbox"/> Fire Dept. Activities	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Buildings Inspector	<input type="checkbox"/> Fold Documents	<input type="checkbox"/> Receptionist
<input type="checkbox"/> Calligrapher	<input type="checkbox"/> Frazee Usher	<input type="checkbox"/> Scrap Booking
<input type="checkbox"/> Children's Theatre Asst.	<input type="checkbox"/> Fuel Cars	<input type="checkbox"/> Sports Coach
<input type="checkbox"/> Christmas Helper (Polen Farm)	<input type="checkbox"/> Gardener	<input type="checkbox"/> Stuff Envelopes
<input type="checkbox"/> Citizen's Fire Academy	<input type="checkbox"/> Greeter	<input type="checkbox"/> Tax Assistant
<input type="checkbox"/> Citizen's Police Academy	<input type="checkbox"/> Kitchen Band (Senior Ctr.)	<input type="checkbox"/> Ukulele Band (Senior Ctr.)
<input type="checkbox"/> Collate Documents	<input type="checkbox"/> Mail Courier	<input type="checkbox"/> Videographer
<input type="checkbox"/> Compile Statistics	<input type="checkbox"/> Make Phone Calls	<input type="checkbox"/> Work with Children
<input type="checkbox"/> Courier (Vehicle Maintenance Ctr.)	<input type="checkbox"/> Nursery Attendant	<input type="checkbox"/> Work with Seniors
<input type="checkbox"/> Crafts (Senior Ctr.)	<input type="checkbox"/> Nutrition (Senior Ctr Kitchen)	

**Please Note: Senate Bill #187 requires the city to notify all volunteers that they might be subject to fingerprinting and a criminal records check if any volunteer assignment requires unsupervised access to children.**

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date

Please return your completed application to:

*City of Kettering  
Volunteer Office  
3600 Shroyer Rd.  
Kettering, OH 45429*