



VOLUNTEER INFORMATION SHEET

Name: _____ Phone No. (____) _____

Address: _____

If you are under the age of 18, please state age _____

Have you ever volunteered with COI before? Yes No

What foreign languages are you fluent in? _____

Please list special interests (crafts, hobbies, etc.) _____

Please check all office items you are familiar with:

Microsoft Word Microsoft Excel Microsoft Access Publisher

Copy Machine Alpha Filing Chronological Filing

References: Please give the names, addresses, and phone numbers of three persons not related to you:

- 1.) _____
- 2.) _____
- 3.) _____

Have you ever been convicted of a crime? ____ If yes, please give details _____

Volunteer Signature: _____ Date: _____

Assigned Supervisor: _____ Volunteer Position Title: _____

Supervisor's Signature: _____ Effective Date: _____

RETURN COMPLETED FORM TO:

HUMAN RESOURCES DEPARTMENT
CHAUTAUQUA OPPORTUNITIES INC.
17 WEST COURTNEY STREET
DUNKIRK, NY 14048