

Date _____



Volunteer Application

*Please include a current **resume** with this application.*

Name _____

Address _____

City _____ State _____ Zip _____

Phone Numbers: Cell: _____ Other _____

Email Address: _____

LinkedIn URL _____

Birthday (month and day only): _____

Education: Highest Level Attained _____

Name of Institution _____

Field of Study _____

How did you find out about the Career Transitions Center (CTC)? _____

Describe why you would like to volunteer as a job/career coach at CTC? _____

Please list two goals or learning outcomes you are seeking from volunteering at CTC

Special Skills

Foreign Languages You Speak: _____ Level of Fluency _____

Computer Skill Level: ___ High level ___ Moderate ___ Beginner ___ None

Software Program Competency: ___ Word ___ Excel ___ Power Point

Other Skills: _____

Date _____

Previous Volunteer Experience

(Include Date, Company/Organization, Position, Duties)

1. _____
2. _____
3. _____

In what capacity are you most interested in serving CTC?

_____ Coach _____ Workshop Facilitator _____ Event Volunteer _____ Other

If Other, please specify _____

Are there any times of the year when you will not be available? _____

What is the ideal number of hours per month you would like to volunteer? _____

If you are interested in Volunteering as a Coach, what is your availability?

Please indicate day(s) and hours you are available.

	Monday	Tuesday	Wednesday	Thursday	Friday
Days available					
Hours					

If you are interested in Volunteering as a Workshop Facilitator, what career/transition related skills or topics are your expertise?

References

List three people (excluding relatives) who would recommend you based on your job/career coaching abilities and knowledge.

	Name	Phone#	Email
1.			
2.			
3.			

Please return your completed application to Blanche Roberts, Program & Coaching Director at broberts@ctcchicago.org. Thank you!

(Revised 1/2020)