

VOLUNTEER APPLICATION FORM

All information on this Volunteer Application Form whether submitted online or in paper directly to Sarasvati Productions will be entered into a database. This information will be used for screening purposes only, and will not be shared with other companies or organizations.

Date: _____

Mr. Miss Ms Mrs.

Last Name: _____ First Name: _____

E-Mail: _____

Phone: Home _____ Business: _____ Cell: _____

I prefer to receive calls at: Home Business Cell Best Time to Call: _____

Are you between 16 - 17 years of age? Yes No

Are you 18 years of age or older? Yes No

Background

Are you currently a student? Yes No

Are you receiving credit for your volunteer work? Yes No Required number of hours _____

By when? _____

If yes, what school or organization do you require the hours for? _____

Employment History in the last five years

| Company Name/Employer | Your Job Title | From (M/Y) | To (M/Y) |
|-----------------------|----------------|------------|----------|
| | | | |
| | | | |
| | | | |

Or, see attached resumé

Volunteer Work Please list organizations that you currently are volunteering for or have volunteered for in the past including: community clubs, schools, religious organizations, professional associations, non-profit organizations, sporting organizations, other theatre companies, etc.

| Organization | Your Responsibilities | From (M/Y) | To (M/Y) |
|--------------|-----------------------|------------|----------|
| | | | |
| | | | |
| | | | |

Why do you want to volunteer for Sarasvati?

Check the top 3 volunteer placements that are of interest to you:

- | | |
|--|---|
| <input type="checkbox"/> Box Office | <input type="checkbox"/> Transportation Services |
| <input type="checkbox"/> Ushering | <input type="checkbox"/> Postering/Postcarding/Flyering |
| <input type="checkbox"/> Raffle ticket sales | |
| <input type="checkbox"/> Concessions | |

Is there a specific volunteer role that you are interested in, which is not listed? Please describe:

Check your reason(s) for volunteering:

- | | |
|--|---|
| <input type="checkbox"/> Academic Credit | <input type="checkbox"/> Stay active & involved |
| <input type="checkbox"/> Learn new skills | <input type="checkbox"/> Social interaction |
| <input type="checkbox"/> Employment Experience | <input type="checkbox"/> Relative/friend volunteers |
| <input type="checkbox"/> Explore careers | <input type="checkbox"/> Practice English skills |
| <input type="checkbox"/> Increase self-esteem | <input type="checkbox"/> Other (specify) _____ |

Check how you found out about our volunteer program:

- | | | |
|---|--|--|
| <input type="checkbox"/> Community | <input type="checkbox"/> Relative/Friend | <input type="checkbox"/> Referral Organization |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Recruitment/Information Booth |
| <input type="checkbox"/> School | <input type="checkbox"/> Poster/brochure/flyer | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Employee of Sarasvati | <input type="checkbox"/> Internet | _____ |
| <input type="checkbox"/> Previously a volunteer | <input type="checkbox"/> Volunteer Centre | |

Availability

Please list days of the week and times that you are generally available:

Optional

If you wish to have anything further to be taken into consideration when determining a volunteer placement (for example: mobility issues, back problems or allergies), you may list those issues in the space provided:

References

Please provide two references below. Please note that references from family members or from personal friends will not be accepted, **unless you were employed by them.**

Reference 1

Name

Phone/E-mail

Reference 2

Name

Phone/E-mail

Authorization and Consent

By submitting this application, I agree that the information I have provided on the form is true and accurate. Furthermore, I understand and agree that submitting this application form does not automatically register me as a volunteer. It is the policy of Sarasvati Productions to screen all prospective volunteers. While we try to place every prospective volunteer, we reserve the right to decline applicants who do not meet our requirements and/or placement criteria.

Signature of Applicant:

Date:

Please add me to the Sarasvati Productions' mailing list so that I can receive information on upcoming productions and events.



For those applicants under the age of 18, parental/guardian consent is required before submitting this application.

I, _____ (print name of parent/guardian), hereby give my permission for _____ (name of volunteer) to volunteer for Sarasvati Productions. I have read and understood the Volunteer Application Form and I consent to the details of my child's volunteer records being stored on the Sarasvati Productions' database as described at the beginning of this Volunteer Application Form.

NOTE: Parents may be advised of performance issues or in the event that disciplinary action should be required.

Signature of Parent/Guardian: _____

Date: _____

What to expect when you apply to become a Sarasvati Volunteer

Step 1 *Applying*

- Applying to volunteer is much like applying for a job. We take many factors into consideration before accepting volunteers to assist with our productions and events. Because we take our responsibility for providing excellent customer service seriously, we screen all applicants thoroughly. Completing your application as thoroughly as possible will help us assess your suitability for volunteering in a theatre environment.
- If you are under 18 years of age, you must complete the Volunteer Application Form which requires Parental/Guardian Consent. This application form can be found online or by calling our office at 204-586-2236.

Step 2 *Follow-up*

- Once our office receives your application, our Volunteer Coordinator will call you to discuss suitability.

Step 3: *Screening*

- The Volunteer Coordinator will then contact your references.

Step 4: *The Offer*

- If a successful match is made between your skills and abilities and an available position, the Volunteer Coordinator will offer you a volunteer position for a specific production/event. If you decide to accept the offer, a start date will be determined.
- If you are a student getting credit hours for your volunteering, it is your responsibility to track your hours to ensure you are meeting your school's hour requirements.

Step 5: *Training & Orientation*

- On your first day, the Volunteer Coordinator will provide you with a volunteer identification tag, as well as a general orientation to the position you will be working in.
- You are now ready to begin volunteering!

Questions?

Please call Sarasvati Productions at 204-586-2236