



Volunteer/ Internship Application

GREATER ERIE COMMUNITY ACTION COMMITTEE (GECAC)

18 West Ninth Street
Erie, PA 16501

An Equal Opportunity Employer

GECAC offers a variety of internship and volunteer opportunities in many of our programs. In order that your application may be properly evaluated, it is essential that all of the questions be answered carefully and to the best of your ability. Feel free to give additional information which will enable you and the Agency to derive the greatest benefit from your application.

Application Type

I am applying for:

- Internship
 Volunteering
 Work Ready placement

I am interested in interning/ volunteering to:

- Assist the elderly
 Assist children (ages 3-5)
 Assist/ learn more about casework (any aged clients)
 Assist with clerical (filing, typing, data entry, etc.)
- Assist in the finance dept.
 Assist with marketing
 Assist/ learn more about food services
 Assist/ learn more about MIS: Please specify: _____
- Other – Please specify _____

*** Please note that assisting with the elderly, children or food services will require clearances and/ or physicals. Please call for additional information.

Applicant Information

Name _____

Last	First	Middle
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Street Address _____

City, State, Zip _____

Telephone _____

Email address _____



Education

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	# OF YEARS COMPLETED	DID YOU GRADUATE?	TYPE OF DIPLOMA/ DEGREE
HIGH SCHOOL					
COLLEGE					
GRADUATE STUDIES					
OTHER					

Employment History

Company Name _____ Supervisor Name _____

Address _____ Telephone _____

City, State Zip _____

Job Title _____ Start/End Dates _____

Description of work performed _____

Company Name _____ Supervisor Name _____

Address _____ Telephone _____

City, State Zip _____

Job Title _____ Start/End Dates _____

Description of work performed _____



****Attach additional pages as necessary.**

References

List three people who can provide a professional or personal reference for you. Each individual should have known you for at least five (5) years.

Name	Address	Occupation	Years Acquainted
1.			
2.			
3.			

General Information

Are you a United States citizen? Yes No

If no, are you an alien, lawfully authorized to work in the US? Yes No
If no, proof of citizenship or immigration status will be required.

Do you have access to full-time, private transportation if needed? Yes No

Do you have a valid PA Driver's license? Yes No

Do you have original clearances:

Act 33 If yes, date issued: _____ Yes No

Act 34 If yes, date issued: _____ Yes No

FBI If yes, date issued: _____ Yes No

Will you agree to a physical if needed? (required for interns and volunteers serving vulnerable populations) Yes No

Have you been convicted of a felony in the last seven years? Yes No
 If yes, please explain: _____

Are you a member of the US Military? Yes No
 If yes, which branch: _____

Have you ever been employed by GECAC or any of its programs? Yes No
 If yes, list program name and dates of employment: _____

Does a member of your immediate family work for GECAC, any of its programs, or serve on any policy making boards? Yes No
 If yes, list name and relationship: _____



Internship/ Volunteer Requirements

Name of school or entity requiring internship/
Volunteer assignment: _____

Name of supervisor at school or placement
organization: _____

Total number of hours required: _____

Beginning date: *(allow ~2 wks for processing application)* _____

Ending date: _____

Describe any additional requirements of your placement: (i.e. supervisor qualifications, assignments, etc.)

Please list additional experiences, skills, or qualifications that make you a good fit for interning/
volunteering at GECAC.

Is there anything else you would like us to consider when evaluating your application or considering your
fit with the internship opportunities?

Authorization

I certify that all information enclosed is complete and accurate to the best of my knowledge. I hereby give permission to the Greater Erie Community Action Committee (GECAC) to verify the accuracy of information provided. I understand that interns/ volunteers at GECAC are not entitled to wages for time spent in the internship/ volunteer assignment. Additionally, I understand that I am not guaranteed a job at the conclusion of my internship.

Applicant Signature

Application Date