



For Use by PPNEO Staff Only
Date Received: _____
Date Applicant Contacted: _____
Interviewed: _____
Forwarded to: _____
Placement: _____

**VOLUNTEER/INTERN APPLICATION**

Thank you for your interest in volunteering with Planned Parenthood of Northeast Ohio.  
Your completion of all sections of this form is appreciated.

**I. PERSONAL INFORMATION:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

I would like to be added to the PPAN Get Active list to get email alerts about policy issues: \_\_\_\_\_ Yes \_\_\_\_\_ No

**II. INTERESTS: \*\*\* PLEASE NOTE: Volunteer opportunities with PPNEO are limited at this time. \*\*\***

- \_\_\_\_\_ **Administrative** – administrative office support, customer service, support staff in designated tasks as needed.
- \_\_\_\_\_ **Public Policy** – letter writing, community outreach, legislative tracking, voter registration, monitoring newspapers.
- \_\_\_\_\_ **Clinic Assistant** –office support, customer service, support staff in designated tasks as needed.

Please list preferred site: \_\_\_\_\_

**III. AVAILABILITY:** Please indicate the days and times you prefer to volunteer.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Length of Commitment

- \_\_\_\_\_ On-call as needed for projects
- \_\_\_\_\_ Community Service Hours: number of hours needed: \_\_\_\_\_
- \_\_\_\_\_ Short term (less than 6 months): \_\_\_\_\_ hours per week for \_\_\_\_\_ months
- \_\_\_\_\_ Long term (6 + months): \_\_\_\_\_ hours per week

**IV. SKILLS:**

- |                        |                         |                       |
|------------------------|-------------------------|-----------------------|
| _____ Accounting       | _____ IT/Website        | _____ Fundraising     |
| _____ Data Entry       | _____ Public            | _____ Writing/Editing |
| _____ Spanish Speaking | _____ Speaking/Teaching | _____ Research        |
| _____ Marketing        | _____ Event Planning    |                       |

**V. EDUCATION:** You may submit a resume and references in lieu of the Education and Employment sections.

School	Course of Study	Degree/ Diploma

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VI. EMPLOYMENT: (May also include volunteer experience)

Employer Name/Address/Phone #	Position Title	Supervisor Name	Dates of Employment	May we contact?

VII. QUESTIONS: Please briefly answer the following questions.

Why would you like to volunteer for PPNEO?

\_\_\_\_\_

As a volunteer at Planned Parenthood, what would be your expectations?

\_\_\_\_\_

VIII. REFERENCES: (no relatives, please)

Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____
Relationship:	_____	Relationship:	_____
Years Known:	_____	Years Known:	_____
	_____		_____

IX. OPTIONAL DIVERSITY INFORMATION:

- 1) Birthday: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- 2) Gender: \_\_\_\_ Female \_\_\_\_ Male
- 3) Ethnicity: \_\_\_\_ African American \_\_\_\_ Asian/Pacific Islander \_\_\_\_ Hispanic  
 \_\_\_\_ Native American \_\_\_\_ Caucasian/White \_\_\_\_ Other \_\_\_\_\_

X. PLEASE READ AND SIGN:

I authorize Planned Parenthood of Northeast Ohio to make inquiry into my professional and personal references and relevant information in the volunteer consideration process. I understand that completion of this application does not indicate whether there are any positions currently open and that it does not oblige Planned Parenthood of Northeast Ohio to extend association on a voluntary basis. I understand that my file will remain confidential.

My signature constitutes that my responses on this application are true and complete to the best of my knowledge and that I have read and understood the above paragraphs. I further understand that if I am accepted as a volunteer by Planned Parenthood of Northeast Ohio, false statements made on this Application or during the volunteer application screening process shall be considered sufficient cause for dismissal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Planned Parenthood of Northeast Ohio complies fully with all State and Federal laws prohibiting discrimination on the basis of race, color, religion, gender, sexual orientation, gender identity or gender expression, national origin, age, disability or veteran status.*

Please complete and return to:  
 Volunteer Program Manager  
 Planned Parenthood of Northeast Ohio  
 3500 Lorain Avenue, Suite 400  
 Cleveland, OH 44113-8804  
 choiceadvocates@ppneo.org