TAKODA
GED
Volunteer Application

Contact Information

Full Legal Name*		Date of Birth**
Street Address		City/State/Zip
Email		Primary Phone
Emergency Contact	Relationship to You	Emergency Contact Phone

*required for background check   **volunteers must be at least 21 years of age

Education
Academic tutors must have a high school diploma or its equivalent.

School/Organization	Degree/Diploma/Program	Major/Area(s) of Study	Completed or in progress?

Interests
What volunteer roles interest you? Check all that apply.

☐ **Academic Tutor**- Provide direct support to students working on reading, writing, math, basic computer skills, science, social studies, English language proficiency, and/or career exploration. Your specific responsibilities will be determined based on students' needs and your interests and experience.

☐ **Mock Interviewer-** Conduct mock job interviews and provide constructive feedback. Professional experience conducting interviews is preferred.

☐ **Resume Reviewer-** Help students create effective resumes, review drafts of resumes and provide constructive feedback. Professional experience reviewing resumes is preferred.

☐ **Digital Literacy-** Help student learn and execute basic computer literacy skills utilizing the Northstar Digital Literacy curriculum and assessments.

☐ **Classroom Teacher Assistant-** Assist the Lead Instructor in classroom needs like grading assignments, moving content to the Canvas LMS platform, and student communications.

☐Other. Please describe:

Licenses, Certifications, & Special Skills

Please describe any credentials, special skills, areas of expertise, or interests that you would like to share with our students. For example, perhaps you have a teaching license, a professional certification, knowledge of certain software, experience as an entrepreneur, proficiency in another language, artistic talents, etc.

Professional & Volunteer Experience

Please list your most recent work and/or volunteer experiences, including your current position (if applicable).

Title/Role	Organization	City	Dates
Example: Volunteer Math Tutor	*Southeast High School*	*Minneapolis*	*September 2019-present*

References

Two professional or personal references from people not related to you are required. A third is optional.

Name	Relationship to You	Number of Years Known	Phone	Email

Optional Demographic Information

You may leave this section blank. Your responses (or lack thereof) will not affect your opportunity to volunteer.

How do you describe your race?
☐ American Indian/Alaskan Native
☐ Native Hawaiian or other Pacific Islander
☐ Asian
☐ Black or African American
☐ Two or more races
☐ Caucasian

Do you identify as Hispanic?
☐ Yes
☐ No

What is your country of birth?

What is your primary language?

Agreement & Signature

By submitting this application, I affirm that the facts set forth in it are true and complete, and I authorize Takoda and its affiliates to contact my references and conduct a background check. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

_____

Signature

_____

Printed Name   Date

Thank you for completing this application and for your interest in volunteering with us!
A representative from Takoda ABE/GED will be in touch.