

Application for CQ Duty

Holyoke Community College

Bunker Location: Frost 149 Hours: 8:00am – 4:00pm



Basic Information

Name	
Street Address	
City State ZIP Code	
Phone	
Email address	
Student ID #	
Branch of service	
Service dates (estimated)	
Are you receiving FAFSA and eligible for work study?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know

Availability: During which hours are you available? *You must leave 10 minutes in between class and shift times!*

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Experience: Tell us in which areas you have had experience.

<input type="checkbox"/> Phone skills: answering phones, transferring calls, taking messages
<input type="checkbox"/> Registration: managing sign in/out, gathering basic info
<input type="checkbox"/> Reception: greeting, explaining policies, referrals
<input type="checkbox"/> Newsletter: writing, editing, using Microsoft publisher
<input type="checkbox"/> Work/volunteer with VA or other veterans organizations
<input type="checkbox"/> Management: supervising space or others, enforcing rules and regulations

Recommendation: Is there a HCC staff or faculty who would recommend you?

Name of HCC Staff/Faculty	
How do you know this person?	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, I am expected to uphold all college policies and any misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	

Our Policy: It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

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