



TOWN *of*  
WAKE FOREST

**GUEST SERVICES DESK VOLUNTEER APPLICATION**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

What are your reasons for wanting to be a Wake Forest Town Hall volunteer?

\_\_\_\_\_

What skills do you feel you could share in your volunteer role? \_\_\_\_\_

\_\_\_\_\_

What computer skills do you have? \_\_\_\_\_

\_\_\_\_\_

Do you have customer service experience? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Please list any other volunteer affiliations: \_\_\_\_\_

\_\_\_\_\_

Please describe your occupational background: \_\_\_\_\_

\_\_\_\_\_

**How did you hear about our volunteer program?**

\_\_\_\_\_ Referred by a friend. If a volunteer, who? \_\_\_\_\_

\_\_\_\_\_ Other (please explain) \_\_\_\_\_

Please list times you would be available for volunteer assignments:

	Mon	Tue	Wed	Thu	Fri
<b>Morning 8am -11 am</b>					
<b>Midday 11 am-2 pm*</b>					
<b>Afternoon 2 pm-5 pm</b>					

\* Coverage at the guest services desk is most critical during this shift.

Approximately how many times would you like to work each month? \_\_\_\_\_

Emergency Contact (Name, relation & phone)

\_\_\_\_\_

Completed applications may be emailed to [astaples@wakeforestnc.gov](mailto:astaples@wakeforestnc.gov); faxed to (919) 435-9489; or mailed/delivered to the Wake Forest Town Hall, c/o Aileen Staples, 301 S. Brooks St., Wake Forest, NC 27587.

**PLEASE NOTE: Submission of this application does not guarantee placement in the volunteer program. Placements are made based on the Town’s needs. Volunteers will not receive compensation for their services.**

**Volunteers may be photographed for educational, archival, and public relations purposes for the Town of Wake Forest and the Guest Services Desk Volunteer Program. By signing below, I hereby consent to the Town’s use of my image, likeness, voice or other characteristics for use, in the Town’s discretion, for the purpose of promoting and furthering the Town’s interests.**

**Further, I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that my being selected as a volunteer is conditioned upon successful completion of a background check. I also acknowledge that my selection to serve as a volunteer for the Town does not guarantee appointment for any fixed period of time and that my appointment may be terminated at any time, by either me or by the Town, for any or no reason.**

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for your interest in volunteering at the Wake Forest Town Hall!*