



COACHELLA VALLEY  
Community Tax Services

# APPLICATION

## VOLUNTEER

Please select the position(s) you are applying for?

Tax Volunteer

Intern

Tax Site Coordinator

Other

**Contact Information:**

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

Application Date: \_\_\_\_\_

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

Home Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

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

Work Phone: (\_\_\_\_) \_\_\_\_\_

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

Preferred Contact Method: \_\_\_\_\_

Are you younger than 18 years old? No \_\_\_ Yes \_\_\_

If Yes, you will need a signed Parent/Guardian Authorization

**Emergency Contacts:**

\_\_\_\_\_  
Name Relationship Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Name Relationship Phone (\_\_\_\_) \_\_\_\_\_

**Availability:**

During the Tax Season (February 1, 2018 to April 15, 2019) what times are you available?

Days:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times Available:						

**Personal History & Information:**

Can you, with or without reasonable accommodation, perform the essential functions of this job?

No \_\_\_ Yes \_\_\_

(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

Please describe your skills, life experiences, hobbies, and/or training:

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On a Scale of 1 to 10, how comfortable are you entering data and navigating computer software?

1      2      3      4      5      6      7      8      9      10

Do you have any experience in preparing taxes? (Experience not necessary to volunteer)

Yes\_\_\_\_ No\_\_\_\_

If Yes, Please describe that experience:

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Fluent Languages Spoken: \_\_\_\_\_

**Education:**

Are you currently a student? Yes\_\_\_\_ No\_\_\_\_ If yes, name of school:\_\_\_\_\_

Highest Grade or Degree/Current Enrollment:\_\_\_\_\_

Major/Specilization:\_\_\_\_\_

**Employment Information**

List current or most recent employer

Company Name:\_\_\_\_\_ Phone:\_\_\_\_\_

Address:\_\_\_\_\_ Employed From:\_\_\_\_\_ To:\_\_\_\_\_

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

Job Title/Duties: \_\_\_\_\_

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Company Name:\_\_\_\_\_ Phone:\_\_\_\_\_

Address:\_\_\_\_\_ Employed From:\_\_\_\_\_ To:\_\_\_\_\_

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

Job Title/Duties: \_\_\_\_\_

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If applying for a Site Coordinator Position, please list the name and contact information for a person who would be willing to serve as a reference:

Please initial each statement below and sign and date on the signature line:

- I understand Coachella Valley Community Tax Services is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state, or federal laws. \_\_\_\_\_
- I understand that completion and submission of this application is not a guarantee of a volunteer, intern, site coordinator, or any other position with Coachella Valley Community Tax Services. \_\_\_\_\_
- I defend, indemnify, and hold harmless Coachella Valley Community Tax Services from all liability, personal injury, loss or damage whatsoever from any cause which may arise from activities in and about the Coachella Valley Community Tax Services tax site and/or on behalf of Coachella Valley Community Tax Services \_\_\_\_\_
- I agree that any disputes arising from my application or any position held at Coachella Valley Community Tax Services will be resolved through binding arbitration. \_\_\_\_\_
- I understand that all volunteers, site coordinators, and interns may be subject to a criminal background check. \_\_\_\_\_
- I declare that all information contained within this application is true. \_\_\_\_\_
- I consent to receive communication from Coachella Valley Community Tax Services by SMS Text message or cellphone and that by initialing here, I understand that any charges from my cellular company is my responsibility. \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Volunteer Dress Code Guidelines

To project a professional and positive image, volunteers are highly encouraged to dress business casual whenever possible. Neat, clean, casual attire (including jeans) are acceptable. Volunteers should refrain from wearing clothing that is extremely casual (sweatpants, workout attire), see-through or excessive exposure of skin, contains words or pictures that may be offensive to others, or torn, dirty or frayed clothing.

I have read and agree to abide by the Coachella Valley Community Tax Services Volunteer Dress Code Guidelines.

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**Printed Name**

**Signature**

**Date**

## Confidentiality and Non-Disclosure Agreement for Volunteers

Coachella Valley Community Tax Service's information systems contain confidential records pertaining to our business operations, or clients, business associates, volunteers, interns and employees. Because this information is vital to the operation of our agency in providing quality care and services to our clients, it must be protected.

As a volunteer/intern of this agency, you may have access to protected information. The purpose of this agreement is to provide you with information to assist you in understanding your duty and obligations relative to confidential information. *Your signature on this document indicates that the information contained herein has been explained to you, and that you understand the rules set forth.*

### YOU AGREE:

1. To respect the privacy and confidentiality of any information you may have access to and that you will access or use only that information necessary to perform your job.
2. To refrain from communicating information about a client in a manner that would allow others to overhear, see or otherwise access such information or to discuss that information with anyone not permitted access to such information in accordance with the agency's established policies or client's express wishes (e.g., friends, relatives, visitors, family members of clients, etc.)
3. Not to access or request any protected information that is not necessary to perform your assigned job function.

I further understand that the duties and obligations set forth in this document will continue after the termination, expiration, and cancellation of this agreement to include my termination of volunteerism.

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**Printed Name**

**Signature**

**Date**

**PHOTOGRAPH/MEDIA CONSENT AND RELEASE  
For Volunteers**

I hereby consent and authorize an employee or agent of Coachella Valley Community Tax Services to take photographs or motion pictures; or to produce videotapes, audiotapes, closed circuit television programs, web casts, or other types of media productions that capture my name, voice, and/or image (any of the foregoing types of media are called the "Materials" in this Consent and Release form).

I authorize Coachella Valley Community Tax Services to copyright the Materials, and I authorize Coachella Valley Community Tax Services to use, reuse, copy, publish, display, exhibit, reproduce, license to third party, and distribute the Materials in any educational or promotional materials or other forms of media, which may include, but are not limited to catalogs, articles, magazines, recruiting brochures, websites or publications, electronic or otherwise, without notifying me.

I agree that I am participating on a voluntary basis and I will not receive any payment from Coachella Valley Community Tax Services for signing this release or as a result of any publication of the Materials. I acknowledge that this consent and release will remain in effect until such time that my volunteer term ends or I revoke it in writing.

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**Printed Name**

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**Signature**

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**Date**

Return the form with Volunteer Packet to:

Coachella Valley Community Tax Services  
Attn: Sarah Castro  
41550 Eclectic St.  
Palm Desert, CA 92260  
Email: [scastr@mmcdc.com](mailto:scastr@mmcdc.com)