



Dear Prospective Volunteer:

Thank you for your interest in volunteer opportunities at the International Institute of St. Louis. Since 1919, the International Institute has been strengthening the St. Louis community by helping immigrants and their families become secure and successful Americans and by promoting the value of ethnic diversity in the social, cultural and economic life of the region.

Enclosed you will find the Volunteer Application Packet. Once you have reviewed the material, please complete the application and return it to the Volunteer Relations department. To find more information about current service opportunities, please visit [www.iistl.org](http://www.iistl.org).

The application packet includes a reference letter form and a background check form. Please give the form to an adult reference (not a relative) for completion. You must submit the background check form and the \$5.00 processing fee along with your application. The reference letter should be mailed from the referring party directly to the Volunteer Coordinator. A minimum of one reference letter is required. The background and reference checks help the Institute ensure the quality of its volunteers and the well being of its clients.

The application process is selective and may take two to five weeks to complete. The International Institute strives to make its volunteer experiences as rewarding as possible; and, we appreciate your patience and understanding as we try to find the best fit for our volunteers.

After your application is reviewed and it is determined we have an open position for you, you will be contacted for an interview. After the interview, if you are selected to be a volunteer, then you will have to attend one New Volunteer Orientation. These sessions are held on average twice per month, with fewer sessions in the summer. You will sign up for these sessions after your interview and acceptance. You cannot attend orientation without acceptance into a volunteer position.

If you have any questions about the application process or about our volunteer opportunities, please do not hesitate to contact me at 314.773.9090 ext. 161 or [bekemeyers@iistl.org](mailto:bekemeyers@iistl.org).

Sincerely,

Sarah Bekemeyer  
Volunteer & Community Relations Coordinator

*Visit us on the web at [www.iistl.org](http://www.iistl.org)!*

Encl: Volunteer Application Packet (4 pages)



**Volunteer Application**  
3654 South Grand Blvd.  
St. Louis, Missouri 63118  
[www.iistl.org](http://www.iistl.org)  
phone (314) 773-9090  
fax (314) 773-6047

Please type or print.

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Street City State Zip Code

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

Street City State Zip Code

Phone (cell, home, business): \_\_\_\_\_ Phone (cell, home, business) \_\_\_\_\_

Best Day/Time to reach you: \_\_\_\_\_ I prefer to be  called or  emailed. (Check one.)

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Professional Affiliations & Memberships: \_\_\_\_\_

School currently attending: \_\_\_\_\_

If degreed or currently studying, in what field of study are you?

\_\_\_\_\_

What skills, interests, and experience would you bring as a volunteer?

\_\_\_\_\_

What are your goals/motivations for volunteering at the Institute?

\_\_\_\_\_

What other languages do you speak/read/write? \_\_\_\_\_

How did you hear about the International Institute? \_\_\_\_\_

Over what period of time do you plan to volunteer? \_\_\_\_\_ through \_\_\_\_\_

Date

Date

How many hours per week would you like to volunteer? \_\_\_\_\_

On what basis would you prefer to volunteer?  a regularly scheduled basis  a short-term basis  as needed

**Emergency Contact Name:** \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Which days and times are you available to volunteer? (Operating hours are Monday – Thursday 9am to 8:30pm, Fridays 9am-6pm and Saturdays from 9am to 3pm.)

Monday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Tuesday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Wednesday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Thursday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Friday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Saturday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

I am interested in the following  
volunteer jobs (see website for details):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever been convicted of a felony? Yes/No

If yes, please explain \_\_\_\_\_

**Please have at least one adult reference, who is not related to you, complete the attached recommendation form. Please also submit the attached background screen form along with the \$5 processing fee. You will not be interviewed until the Volunteer Coordinator receives your letter and your background check is complete.**

*I also authorize the International Institute to contact my references for verification purposes and in turn authorize the references to release information to and communicate freely with the International Institute regarding my volunteer application.*

***I hereby attest that the above information is true to the best of my knowledge.***

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**If applicant is under 18 years old: I agree to allow my child/ward to volunteer at the International Institute and to perform duties as assigned.**

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

***Applicants are considered for all positions without regard to age, race, sex, national origin, religion, sexual orientation, marital status, or disability.***

For questions regarding the application process or other volunteer inquiries please contact:

Volunteer & Community Relations Coordinator

Sarah Bekemeyer

314-773-9090 x161

[bekemeyers@iistl.org](mailto:bekemeyers@iistl.org)

For **current volunteer opportunities** visit <http://www.iistl.org/volunteer.html>!

***For Staff use***

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

Ref Letter  Back. check

Remarks: \_\_\_\_\_

**International Institute of St. Louis**

Attn: Sarah Bekemeyer  
3654 S. Grand Blvd.  
St. Louis, MO 63118  
314.773.9090

**Not required for applicants  
under age 18.**

**BACKGROUND INVESTIGATION CONSENT**

I, \_\_\_\_\_, hereby authorize **The International Institute of Metro St. Louis** and/or its agents to make an independent investigation of my criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for volunteering now and, if applicable, during the tenure of my volunteer commitment with the International Institute.

I release the **International Institute of St. Louis** and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed): \_\_\_\_\_

Maiden Name or Other Names Used: \_\_\_\_\_

Present address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long? \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long? \_\_\_\_\_

\_\_\_\_\_  
\*Date of Birth    Social Security Number    Driver's License Number    State of License

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. **The International Institute of St. Louis** is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap or National Origin.*

Please return with **\$5.00 processing fee** before you begin volunteering. Make checks payable to International Institute. Checks, cash & money orders accepted.

**Reference Letter Form** (to be completed & returned by referring party)

CANDIDATE'S NAME \_\_\_\_\_ POSITION APPLIED FOR \_\_\_\_\_

Dear \_\_\_\_\_:

I wish to become a volunteer at the International Institute of St. Louis and would appreciate your completing this reference form on my behalf. Since 1919, the International Institute has been strengthening the St. Louis community by helping immigrants and their families become secure and successful Americans and by promoting the value of ethnic diversity in the social, cultural and economic life of the region.

The International Institute utilizes only the highest quality volunteers and would like your honest estimate of my suitability for a position in their organization. I hereby waive my right to see this reference form.

Thank you very much for your assistance and prompt response.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

Please answer the following questions.

1. In what capacity do you know this candidate? How long have you known him/her?
2. What are three of this candidate's greatest strengths?
3. Please rate those categories below that pertain to your knowledge of this candidate:

	POOR	AVG	GOOD	EXC
Patience	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Responsibility/Loyalty	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Appearance/manners	_____	_____	_____	_____
Intercultural Communication	_____	_____	_____	_____
Ability to accept/give supervision	_____	_____	_____	_____
Acceptance by peers	_____	_____	_____	_____
Ability to function in a group	_____	_____	_____	_____
Ability to function one-on-one	_____	_____	_____	_____
Rapport with children	_____	_____	_____	_____
Rapport with adults	_____	_____	_____	_____

Please list below your personal opinion of this candidate's abilities and character. Since our staff is responsible for our clients, it is our goal to hire only the highest caliber volunteers. We therefore appreciate your candor.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

Return this form to Sarah Bekemeyer, Volunteer & Community Relations Coordinator, within one week of receipt. 3654 S. Grand Blvd. St. Louis, MO 63118 Fax: (314)773-6047