

(Attach here)	For Office Use Only
Copy of valid Driver's License or State Issued ID on file?	Yes No <input type="checkbox"/> <input type="checkbox"/>

Cope Environmental Center Work Study Application

Name: _____	Under 18?	Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>	
Home Phone: () _____	Work or cell phone: () _____			
Address: _____				
City: _____	State: _____	Zip: _____		
E-mail: _____	Birthday (mm/dd/yyyy): _____			
Major/Department: _____	Faculty advisor: _____			

Types of work that you would like to do:

- Facilities and Grounds, e.g., mowing, maintaining trails, tending to garden
- Administration, e.g., computer work, filing, greeter
- Programs e.g. assisting and preparing for events and school groups
- Development and grantwriting (seeking funding for CEC)
- I have a specific task in mind: _____

Specials skills or interests: _____

Preferred work days:	Preferred times:	I will work:
<input type="checkbox"/> Weekdays	<input type="checkbox"/> Mornings	<input type="checkbox"/> 10 hours per week
<input type="checkbox"/> Weekends (limited opportunities)	<input type="checkbox"/> Afternoons	<input type="checkbox"/> 5-10 hours per week
	<input type="checkbox"/> Evenings (limited opportunities)	<input type="checkbox"/> < 5 hours per week

It is Cope Environmental Center's policy to perform criminal background checks on prospective employees on a case-by-case basis. By telling us about criminal history, volunteers save us the cost of performing background checks and help establish a relationship of trust with CEC. Answering yes to the question below will not render you ineligible to work at the Cope Center, nor does it mean that we will *not* conduct a criminal background check. All information you provide in this application will be handled in complete confidentiality. CEC has a strict policy to not discriminate against anyone because of their background, race, religion, nationality, gender or sexual orientation, but will exercise sound judgment to provide a safe environment for its staff, volunteers, visitors and program participants.

Have you ever been convicted of a criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Would you like a copy of our complete personnel policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Signature: _____ Date: _____

Signature of parent or guardian: _____

Thank You! We look forward to working with you. Please don't hesitate to call us with any questions.