

Volunteer Application Form

If you are interested in volunteering with HRDE, please fill out this form and return it to us via e-mail, fax or mail.

Attn: Volunteer Coordinator HRDE PO Box 2327 Austin, TX 78768
512/476-0130 fax mail@hrde.org

We will then contact you to discuss volunteer options.

Name:

Date:

Phone number:

E-mail:

Address:

Occupation:

If you are are student...

full time/part time (circle)

year: 1st 2nd 3rd 4th graduate law (circle)

major/degree:

expected graduation date:

Computer skills (please check all that apply):

☐ Lexis Nexis ☐ internet research
☐ MS Word ☐ other word processing
☐ Excel ☐ data entry
☐ Access ☐ other dbase: specify _____
☐ Pagemaker ☐ web design

Other skills (please check all that apply):

☐ legal research
☐ other research:describe _____
☐ library (cataloging, indexing, etc.)
☐ organizational skills
☐ filing

Do you speak a foreign language(s)? yes/no (circle)

If yes, please list:

Experience: Do you have experience in any of the following areas via work, classes, clubs, or personal experience or interest?

<input type="checkbox"/> human rights	<input type="checkbox"/> women's rights	<input type="checkbox"/> international law
<input type="checkbox"/> immigrants	<input type="checkbox"/> children's rights	<input type="checkbox"/> asylum
<input type="checkbox"/> immigration related issues	<input type="checkbox"/> gay rights	

Please list any related work or volunteer experience.

1. How did you find out about the Documentation Exchange?

2. Please list the days of the week and the hours you are available to work. Our office hours are Monday-Friday from 9-5.

3. How many hours per week would you like to volunteer?

4. Why are you interested in volunteering with us?

5. Which projects are you interested in?