



1400 N. LaSalle St.  
Ottawa, IL  
(815) 587-3330

Based in Ottawa, Illinois, Valley Immigrant Advocates (VIA) is an immigration legal services office created to assist immigrants to find paths to stability, residency, and citizenship. VIA's work includes direct legal services to residents, education and outreach to immigrant communities and local service providers, and community education on immigration issues. We are a recently formed not-for-profit organization staffed by committed professionals.

VIA welcomes the participation of volunteers who support our mission. If you agree with our mission and are willing to be interviewed, submit to a background check, and be trained in our procedures, we encourage you to complete this application. The information you provide is confidential and will help us find the most satisfying and appropriate volunteer opportunity for you.

## VOLUNTEER APPLICATION

Please print clearly and fill out the application in its entirety.

### A. PERSONAL INFORMATION

Name (*first, middle, last*): \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt/Suite: \_\_\_\_\_

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

Address while in LaSalle County: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_  
Cell Home Work

Preferred method of communication (*please circle*): *cell* *home* *work* Best time to call: \_\_\_\_\_

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

Do you have your own means of transportation? \_\_\_\_\_

### B. EMERGENCY CONTACT

Name (*first, middle, last*): \_\_\_\_\_ Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## C. EMPLOYMENT HISTORY

Please list your last two employers.

1.	_____	_____	_____	_____
	Employer	Position	Dates	Phone Number
2.	_____	_____	_____	_____
	Employer	Position	Dates	Phone Number

## D. BACKGROUND

Please select the box that most accurately reflects your background.

### 1. LEGAL

- I am an immigration lawyer. Years of experience: \_\_\_\_\_
- I am a lawyer. Specialty: \_\_\_\_\_
- I am a paralegal. Experience: \_\_\_\_\_

### 2. STUDENT

- I am a law student. School: \_\_\_\_\_ Year: \_\_\_\_\_
- I am a pre-law student. School: \_\_\_\_\_ Year: \_\_\_\_\_
- I am a college student. Major: \_\_\_\_\_ School: \_\_\_\_\_ Year: \_\_\_\_\_

Is this a school sponsored clerkship/internship or project?

- Yes  No

If yes, please give the name, email and phone number of supervising professor or administrator.

_____	_____	_____
Name	Email	Phone Number

### 3. OTHER

- I am a former VIA client.
- I am affiliated with an organization. Which one? \_\_\_\_\_
- I am a community member.
- Other. Explain: \_\_\_\_\_

## E. AVAILABILITY

Please note that VIA is open from 9:00 am to 5:00 pm, Monday through Friday, and closed on weekends and all Federal Holidays.

How many hours can you commit to working at VIA per week? \_\_\_\_\_

When are you available to volunteer?

\_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Monday                      \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Thursday  
\_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Tuesday                      \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Friday  
\_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ Wednesday

Dates of Availability: \_\_\_\_\_

- Winter break. Dates: \_\_\_\_\_
- Spring break. Dates: \_\_\_\_\_
- Summer internship. Dates: \_\_\_\_\_
- Semester. Dates: \_\_\_\_\_
- Year-long. Dates: \_\_\_\_\_
- Other: \_\_\_\_\_

## F. INTERESTS

- Immigration Work: Asylum & Refugees
- Immigration Work: Crime Victims (VAWA, U-Visa, T-Visa)
- Immigration Work: General Immigration (Citizenship, Family Petitions, DACA)
- Education and advocacy
- Fundraising/grant writing
- Administrative
- Accounting/bookkeeping
- Communications
- Web
- Other: \_\_\_\_\_

## G. TASKS

Please check the tasks you are willing and able to perform.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Data entries                           | <input type="checkbox"/> Social media production        | <input type="checkbox"/> Research                 |
| <input type="checkbox"/> Outreach presentations (in Spanish)    | <input type="checkbox"/> File immigration forms         | <input type="checkbox"/> Brief/Memo writing       |
| <input type="checkbox"/> Answer phones (in English and Spanish) | <input type="checkbox"/> Assist with trial preparations | <input type="checkbox"/> Tech work/graphic design |
| <input type="checkbox"/> Photocopies/organize files             | <input type="checkbox"/> Client Intake                  | <input type="checkbox"/> Other                    |

## H. SKILLS

Please list any languages you speak, read, and/or write fluently, in addition to English: \_\_\_\_\_

IT, computer, and software skills: \_\_\_\_\_

Other: \_\_\_\_\_

## I. MOTIVATION AND EXPERIENCE

Have you volunteered before? Where?

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Why do you want to volunteer at VIA?

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What will you bring to VIA?

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Have you volunteered or been employed by an agency that provides services to or prosecutes immigrants? Have you volunteered or been employed by an agency that provides services for victims of domestic violence or child abuse? Explain.

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## J. REFERENCES

Please list three references.

1.	_____	_____	_____	_____
	Name	Relationship	Time Known	Phone Number
2.	_____	_____	_____	_____
	Name	Relationship	Time Known	Phone Number
3.	_____	_____	_____	_____
	Name	Relationship	Time Known	Phone Number

## K. CLEARANCE

Are you willing to sign a confidentiality agreement to protect the confidentiality of VIA's clients?

Yes  No

Are you willing to submit to a background check?\*

Yes  No

*\*Background check may be waived in extremely limited circumstances by the Executive Director.*

## L. AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. Additionally, I understand that if I am accepted as a volunteer, I must submit a mandatory background check by my start date, unless otherwise specified by the Executive Director.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your interest in volunteering with Valley Immigrant Advocates. Once your application is completed, please email it to [contact@valleyimmigrant.org](mailto:contact@valleyimmigrant.org). Should you have any questions, please email them to the same address.**