

**Highlands County Clerk of Courts  
Application for Volunteer Services**

**INDIVIDUAL PROFILE**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Emergency Contact Name/Telephone \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, type/year \_\_\_\_\_  
*Please provide a brief description below*

**PREFERRED VOLUNTEER OPPORTUNITIES (Check all that apply)**

Accounting and/or Finance	Information Technology	Court Services
General Office /Clerical Support	Recording/Micrographics	Other
Reception Area/Assisting Public		

**KNOWLEDGE, SKILLS, and ABILITIES (KSA'S)**

Check all that apply

Customer Service	Microsoft Office	Windows 10
Copying/Scanning	Word	Credit Card Processing
Filing	Excel	
Multi-line Telephone	PowerPoint	Bilingual
		Specify: _____

**AVAILABILITY**

Start Date \_\_\_\_\_

Length of time available:            0-3 months                    3-6 months                    6-12 months                    12 months or longer

Seasonal Employment:                Winter                                Spring                                Summer                                Fall

Available Days/Hours:                MON                    TUE                    WED                    THU                    FRI

AM

PM

**REFERENCES**

Please provide the name of three references, other than relatives:

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