

Volunteer Application Instructions  
Magnet Data Entry Volunteers  
**Recruitment is ongoing.**

Dear Applicant,

Thank you for your interest in volunteering at Magnet! Over eight years ago, Magnet was started to promote the physical, mental and social well-being of gay men. We reflect the diversity and values of gay men who live, work or play in the Castro, seeking the participation and support of gay men to create and sustain the health and well-being of our community.

This year Magnet will see over 15,000 gay and bi men in our sexual health services clinic from the San Francisco Bay Area. We'll display the art of different queer artists. We'll host open mic nights, a book club, and ballroom dancing. And we could not do any of this without the help of volunteers - folks from right here in our community.

We have a diverse range of volunteer opportunities here at Magnet among which are our data entry volunteers. This group of dedicated people helps support the HIV testing program at Magnet. They are responsible for accurately entering HIV testing data into an online database for reporting purposes. This requires a strong attention to detail. Data entry volunteers must uphold all confidentiality and privacy policies.

You must be able to commit to volunteering for a period of at least six months and to volunteer at least once per week. Volunteer shifts are three to four hours in length.

All Magnet volunteers must provide proof of a negative PPD (TB test) within the last year and hepatitis B immunity, either natural or acquired, before starting volunteer service. Don't worry, Magnet will help you with these items if need be.

So, get to completing your application! Applications for this position are reviewed weekly. Interviews are usually on Thursday afternoons. If you have any questions, please email [magnetvolunteer@sfaf.org](mailto:magnetvolunteer@sfaf.org).

Thanks!

Corey Sayles  
Volunteer Services Manager



# MAGNET SPECIAL EVENTS VOLUNTEER APPLICATION

Thank you for your interest in volunteering at Magnet. Please complete this application fully. Incomplete applications will not be considered.

## Tell us who you are

First \_\_\_\_\_ Last \_\_\_\_\_

Nickname \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Birthday \_\_\_\_\_ Ethnicity \_\_\_\_\_

**Can we talk?** Besides English, tell us what other languages you speak fluently.

\_\_\_\_\_

## Tell us what motivates you

Most people come to volunteer at Magnet because they want to give back to their community, so tell us why else you'd like to be considered to be a special events volunteer Magnet at this time. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

And since we're talking about community, tell us what community is to you. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tell us about your education and training, if applicable**

High School \_\_\_\_\_ City/State \_\_\_\_\_

Years Attended \_\_\_\_\_ Graduated? \_\_\_\_\_

College \_\_\_\_\_ City/State \_\_\_\_\_

Years Attended \_\_\_\_\_ Graduated? \_\_\_\_\_

Area of Focus/Degree \_\_\_\_\_

Grad School \_\_\_\_\_ City/State \_\_\_\_\_

Years Attended \_\_\_\_\_ Graduated? \_\_\_\_\_

Area of Focus/Degree \_\_\_\_\_

**Tell us about any additional training or professional experience you might have received that would benefit you in your role as a data entry volunteer.**

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

**Tell us the difference between “good” and “extraordinary”** \_\_\_\_\_

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

**Tell us about your commitment**

Will you be able to volunteer at Magnet for at least six months as a data entry volunteer? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe

Will you be able to attend Magnet’s quarterly volunteer informational meetings to discuss current topics and trainings? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe

Tell us why you might not be able to attend \_\_\_\_\_  
\_\_\_\_\_

### **Tell us where else you've volunteered**

Agency #1 \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Service \_\_\_\_\_ Current Volunteer? \_\_\_\_\_

Duties \_\_\_\_\_

What did you enjoy about this gig? \_\_\_\_\_

Agency #2 \_\_\_\_\_ City/State \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Service \_\_\_\_\_ Current Volunteer? \_\_\_\_\_

Duties \_\_\_\_\_

And what about this one, what did you enjoy most? \_\_\_\_\_

### **Tell us who knows how you work & interact with others (References)**

First/Last \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Agency \_\_\_\_\_ City/State \_\_\_\_\_

First/Last \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Agency \_\_\_\_\_ City/State \_\_\_\_\_

### **Now let us tell you about the application process**

All applications are due reviewed weekly by Magnet staff. You may send your completed application to [magnetvolunteer@sfaf.org](mailto:magnetvolunteer@sfaf.org) or drop it off at Magnet. If you wish, you may attach your resume to his application. Qualified applicants will be invited to Magnet for face to face interviews. Interviews are conducted weekly on Thursday afternoons. The next volunteer orientation is February 4th, at 9:00 am.

**Tell us you agree to these terms**

I understand that this is an application for and not a commitment or promise of a volunteering opportunity. I certify that I have and will provide information throughout the selection process, including on this application and in interviews with Magnet that is true, correct, and complete to the best of my knowledge. I understand that the information on this application will be verified by Magnet and I hereby give permission for Magnet to contact anyone it deems necessary to investigate or verify any information provided by me to discuss my suitability for a volunteer position, including my background, volunteer experience, education or related matters. I understand that misinterpretations or omissions may be cause for my immediate rejection as a reception services volunteer at Magnet. I understand that if I am selected as a volunteer, that my tenure at Magnet is at will. As a volunteer, I understand that I am required to abide by all rules and regulations of Magnet and the San Francisco AIDS Foundation as outlined in my job description, the Magnet's Volunteer Handbook, and other manuals and directives issued by Magnet and the San Francisco AIDS Foundation. I affirm that I will attend all required trainings and meetings as required by this volunteer commitment.

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

Printed name \_\_\_\_\_

**SFAF/Magnet Office Use**

Date received \_\_\_\_\_ Interview Date/Time \_\_\_\_\_

References \_\_\_\_\_ Orientation \_\_\_\_\_

Other Comments \_\_\_\_\_

\_\_\_\_\_