



The City College of New York  
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New York, NY 10031  
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[www.whcr.org](http://www.whcr.org)  
[aharden@ccny.cuny.edu](mailto:aharden@ccny.cuny.edu)

## Application for Volunteers

**Please Print**

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_  
Last First Middle

Business Telephone (\_\_\_\_\_) \_\_\_\_\_ Home Telephone (\_\_\_\_\_) \_\_\_\_\_

Cell phone (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

**Address** \_\_\_\_\_  
No. Street City State Zip

What would you like to do at WHCR?

- Production and engineering \_\_\_\_\_
- Produce and host music show \_\_\_\_\_
- Produce and host talk show \_\_\_\_\_
- Marketing and Sales \_\_\_\_\_
- Administrative \_\_\_\_\_
- Board operation \_\_\_\_\_

What days and hours are you available? \_\_\_\_\_

Are you available on weekends and holidays? \_\_\_\_\_

Are you available during Spring, Summer and Winter breaks? \_\_\_\_\_

Have you ever sent a proposal to or volunteered to work at WHCR before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Have you ever volunteered or worked at WHCR before? \_\_\_\_\_

What was your position? \_\_\_\_\_

What show did you work on? \_\_\_\_\_

Dates you held the position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Have you ever volunteered or worked at any radio station before? \_\_\_\_\_

If yes, please name the station: \_\_\_\_\_

City and state in which the station is located: \_\_\_\_\_

What was your position? \_\_\_\_\_

Dates you held the position: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Are you a student at City College? \_\_\_\_\_

Have you ever taken the Radio Station or the Radio Journalism course offered at City College? \_\_\_\_\_

Have you ever taken a course in Radio at any college or educational facility? \_\_\_\_\_

Have you ever received training in board operation or radio production? \_\_\_\_\_

Can you provide a proposal and an audition tape if you are called for an interview? \_\_\_\_\_

If you are interested in doing a music show, do you have your own music? \_\_\_\_\_

If you are given a timeslot to do a radio show, are you willing to produce it, host it and operate the broadcast board? \_\_\_\_\_

If you are given a timeslot to do a radio show, are you willing to come to the station in inclement weather?

If you are given a timeslot to do a radio show, can you make it to the station when school is closed for holidays, winter, spring and summer breaks? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

If so may we contact your employer? \_\_\_\_\_

Name, address and contact number of your employer \_\_\_\_\_  
\_\_\_\_\_

*Have you ever been convicted of an offense anywhere, including felonies, misdemeanors or violations (not including traffic violations or convictions sealed, expunged, or set aside under federal or state law)? No \_\_\_\_\_ Yes \_\_\_\_\_*

*Are there any criminal charges or violations (except for traffic violations) currently pending against you? No \_\_\_\_\_ Yes \_\_\_\_\_*

*Note: A conviction record will not necessarily disqualify you from the position for which you are applying. Each record will be reviewed in accordance with guidelines established by the University and in accordance with New York State Law. Failure to tell the truth will, when discovered, automatically result in your elimination from consideration or your termination if you have been selected.*

*Please explain below all past convictions or currently pending charges against you (as specified in questions 3 and 4 above):*

Offense	Date/ Conviction	Name/Location of Court	Disposition including incarceration

**Please list three people who are not related to you that have known you for at least three years:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation\_\_\_\_\_

Telephone number\_\_\_\_\_

Relationship of reference to you\_\_\_\_\_

Number of years they have known you\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Occupation\_\_\_\_\_

Telephone number\_\_\_\_\_

Relationship of reference to you\_\_\_\_\_

Number of years they have known you\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

Occupation\_\_\_\_\_

Telephone number\_\_\_\_\_

Relationship of reference to you\_\_\_\_\_

Number of years they have known you\_\_\_\_\_

**Please read carefully, initial each paragraph and sign below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances to volunteer at WHCR, 90.3FM and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to

secure a position at WHCR shall be grounds for rejection of this application or immediate discharge if I am selected, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize WHCR to thoroughly investigate my references, work record, education and other matters related to my suitability to volunteer at WHCR and further, authorize references I have listed to disclose to WHCR any and all letters, reports and other information related to my work records, without giving me previous notice of such disclosure. In addition, I hereby release WHCR, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during the period in which I volunteer, if selected, is intended to create a contract between me and WHCR. In addition, I understand and agree that if I am selected, the period in which I volunteer is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or WHCR, and that no promises or representations contrary to the foregoing are binding on WHCR unless made in writing and signed by me and WHCR's General Manager or Program Director.

\_\_\_\_\_ I understand that if I am given a timeslot to produce my own radio show, I must report to the station during my designated timeslot in inclement weather, during holidays, winter, summer and spring breaks. I also understand that I must give a week's notice when I cannot report to the station to do my show except in the case of illness.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please attach your show proposal to this application.