



The City College of New York
160 Convent Ave, NAC 1/215
New York, NY 10031
TEL: 212-650-7147
FAX: 212-650-5736
www.whcr.org
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.

