



## Volunteer Application Form

Please email or mail completed application to:  
 Nancy Aguilar, Management Analyst, [naguilar@lawa.org](mailto:naguilar@lawa.org)  
 Los Angeles World Airports  
 Volunteer Office  
 205 World Way Los Angeles, CA 90045

PLEASE PRINT CLEARLY

Name:	Date of Birth (mm/dd/yyyy):
I prefer to be called:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	
City, State, Zip:	
Home Phone: _____ Cell Phone: _____	
Preferred time of the day to receive calls: _____	
E-mail address:	
Languages spoken:	
Emergency Contact Name: _____	
Relationship: _____	
Phone Number: _____	
Address: _____	

**Los Angeles World Airports requires that all badged employees disclose the following information: Please check the box and initial next to the box checked. Have you ever been convicted of a misdemeanor or felony other than minor traffic violations?**

Yes  (please initial) \_\_\_\_\_ No  (please initial) \_\_\_\_\_

<b>Education Information:</b>
High School: _____ College/University: _____
Degrees or Licenses: _____

**Background Information: Please complete and include work and/or volunteer experience for the last 5 years.**

<b>Employer:</b>	Dates of Employment:
Immediate Supervisor's Name:	
Position Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Duties:	
Address:	Phone Number:
<b>Employer:</b>	Dates of Employment:
Immediate Supervisor's Name:	
Position Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Duties:	
Address:	Phone Number:
<b>Employer:</b>	Dates of Employment:
Immediate Supervisor's Name:	
Position Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Duties:	
Address:	Phone Number:
<b>Employer:</b>	Dates of Employment:
Immediate Supervisor's Name:	
Position Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Duties:	
Address:	Phone Number:
<b>Employer:</b>	Dates of Employment:
Immediate Supervisor's Name:	
Position Title:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Duties:	
Address:	Phone Number:

**Volunteer Experience:**

Have you ever been a volunteer for LAX or the City of Los Angeles? Yes  No   
If yes, with what program? \_\_\_\_\_ For how long? \_\_\_\_\_

How did you hear about the Volunteer Information Professionals (VIP) Program at LAX?

- Newspaper
- Spoke to a Volunteer
- VIP Event
- Currently working at LAX
- Online (Website) \_\_\_\_\_
- Referral by current VIP (Name) \_\_\_\_\_
- Other: \_\_\_\_\_

Reasons you would like to become a VIP:

- Looking for a job at LAX
- Enjoy helping others
- Enjoy staying busy
- Other: \_\_\_\_\_
- Enjoy Volunteering
- Enjoy being at the airport
- Looking forward to meeting new people
- Enjoy traveling
- Retiring soon
- School Credit

Please list any interests and/or hobbies:

**Availability:** Please indicate below which shifts you are available. Mark as many as may apply.

- |            |                                      |                                      |                                     |                                     |                                      |
|------------|--------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
| Monday:    | 7am to 10am <input type="checkbox"/> | 10am to 1pm <input type="checkbox"/> | 1pm to 4pm <input type="checkbox"/> | 4pm to 7pm <input type="checkbox"/> | 7pm to 10pm <input type="checkbox"/> |
| Tuesday:   | 7am to 11am <input type="checkbox"/> | 10am to 1pm <input type="checkbox"/> | 1pm to 4pm <input type="checkbox"/> | 4pm to 7pm <input type="checkbox"/> | 7pm to 10pm <input type="checkbox"/> |
| Wednesday: | 7am to 10am <input type="checkbox"/> | 10am to 1pm <input type="checkbox"/> | 1pm to 4pm <input type="checkbox"/> | 4pm to 7pm <input type="checkbox"/> | 7pm to 10pm <input type="checkbox"/> |
| Thursday:  | 7am to 10am <input type="checkbox"/> | 10am to 1pm <input type="checkbox"/> | 1pm to 4pm <input type="checkbox"/> | 4pm to 7pm <input type="checkbox"/> | 7pm to 10pm <input type="checkbox"/> |
| Friday:    | 7am to 10am <input type="checkbox"/> | 10am to 1pm <input type="checkbox"/> | 1pm to 4pm <input type="checkbox"/> | 4pm to 7pm <input type="checkbox"/> | 7pm to 10pm <input type="checkbox"/> |
| Saturday:  | 7am to 10am <input type="checkbox"/> | 10am to 1pm <input type="checkbox"/> | 1pm to 4pm <input type="checkbox"/> | 4pm to 7pm <input type="checkbox"/> | 7pm to 10pm <input type="checkbox"/> |
| Sunday:    | 7am to 10am <input type="checkbox"/> | 10am to 1pm <input type="checkbox"/> | 1pm to 4pm <input type="checkbox"/> | 4pm to 7pm <input type="checkbox"/> | 7pm to 10pm <input type="checkbox"/> |

Would you be interested in working more than one shift per week? Yes  No

**Training:**

In addition to training for the Volunteer Information Professional Program (VIP), volunteers are required to complete mandatory City-wide training through Cornerstone Online Training Portal by the City of Los Angeles.

**Fingerprinting and Badging:**

Prospective volunteers are required to submit and clear the Los Angeles World Airports Security Badging Fingerprint Process. At every fingerprint and/or badge appointment valid proof of identity and eligibility to work in the United States must be presented in its original form for verification AND copied format for inclusion with the application itself. The list of acceptable documents are found on the last page of this application. Prospective volunteers must possess the required documents to participate in the VIP Program.

I certify that the statements made in this volunteer application are true and correct and have been given voluntarily. I understand that I will not be paid for my services as a volunteer. By signing below, I give VIP Program Management permission to conduct a background check and review of my references.

Print Name: \_\_\_\_\_

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

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

# ACCEPTABLE DOCUMENTS TO BRING TO THE BADGE OFFICE



- All documents must:
- be ORIGINAL
  - be UNEXPIRED
  - be NON-LAMINATED
  - include a PHOTOGRAPH if it's a LIST B document



**BRING 1 OF THESE OR 1 OF THESE & 1 OF THESE\***

DOCUMENTS THAT ESTABLISH BOTH IDENTITY AND EMPLOYMENT AUTHORIZATION	DOCUMENTS THAT ESTABLISH IDENTITY	DOCUMENTS THAT ESTABLISH EMPLOYMENT AUTHORIZATION
<ul style="list-style-type: none"> <li>• U.S. Passport or U.S. Passport Card</li> <li>• Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>• Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>• Employment Authorization Document that contains a photograph (Form I-766)</li> <li>• For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ul style="list-style-type: none"> <li>- Foreign passport, and</li> <li>- Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>1. The same name as the passport, and</li> <li>2. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</li> </ol> </li> </ul> </li> <li>• Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ul>	<ul style="list-style-type: none"> <li>• Driver's license or ID card issued by a State or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>• ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>• School ID card with a photograph</li> <li>• Voter's registration card</li> <li>• U.S. Military card or draft record</li> <li>• Military dependent's ID card</li> <li>• U.S. Coast Guard Merchant Mariner Card</li> <li>• Native American tribal document</li> <li>• Driver's license by a Canadian government authority</li> </ul> <div style="background-color: #FFC0CB; padding: 5px; text-align: center;"> <p>For persons under age 18 who are unable to present a document listed above:</p> </div> <ul style="list-style-type: none"> <li>• School record or report card</li> <li>• Clinic, doctor, or hospital record</li> <li>• Day-care or nursery school record</li> </ul>	<ul style="list-style-type: none"> <li>• A Social Security Account Number card, unless the card includes one of the following restrictions:               <ul style="list-style-type: none"> <li>- NOT VALID FOR EMPLOYMENT</li> <li>- VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>- VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ul> </li> <li>• Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>• Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>• Original or certified copy of birth certificate issued by a State, country, municipal authority, or territory of the United States bearing an official seal</li> <li>• Native American tribal document</li> <li>• U.S. Citizen ID Card (Form I-197)</li> <li>• Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>• Employment authorization document issued by the Department of Homeland Security</li> </ul>

**\* UNITED STATES CITIZENS BORN ABROAD OR NATURALIZED U.S. CITIZENS, WILL NEED TO PROVIDE ONE OF THE FOLLOWING DOCUMENTS TO COMPLY WITH SECURITY THREAT ASSESSMENT REQUIREMENTS: (1) U.S. PASSPORT – (2) CERTIFICATE OF NATURALIZATION – (3) CERTIFICATE OF U.S. CITIZENSHIP – (4) CERTIFICATION OF REPORT OF BIRTH, FORM DS 1350 – (5) CERTIFICATION OF BIRTH ABROAD, FORM FS 240 – (6) CERTIFICATION OF BIRTH ABROAD, FORM FS 545.**