

**VOLUNTEER
MENTOR OR STUDENT INTERN
APPLICATION INSTRUCTIONS**

1. These documents are designed to be completed electronically. You may, however, have to prompt your computer to allow for editing. Your signature on the release form can also be done electronically.
2. Complete the *Application* answering all questions with complete details. Where request for social security number, just put last four digits. Print complete name, full address with zip code, phone numbers and e-mail address for all references. All references are requested in written form. Inform the references you listed that you have done so, that there is a deadline for the reply and that the request will be sent to their email that you listed on your application.
3. Read and sign the *Affirmation and Release Form*. Be aware that background checks may include drug screening.
4. Return the *Application and Affirmation & Release Form*, to e-mail, narceneaux@jeffparish.net, or fax it to me at 504-364-3719, or mail it to: Volunteer Services Supervisor, at 1546 – B Gretna Blvd. Harvey, La. 70058
5. I will contact you to schedule an interview once the majority of the background clearance is complete.
6. Expect my communications with you to be via your e-mail. Be sure to check it on a regular basis. If any of your contact information changes after you have submitted your application, please be sure to inform me as soon as possible. You should hear from me within two weeks of receipt of your application. If you have not received confirmation from me indicating I have received your paperwork, contact me by phone at 364-3750 ext. 87400.