

**Volunteer Income Tax Assistance (VITA) Program Application**  
**Please fill out application form and return to:**

Becky Jenkins, Special Projects Coordinator  
Operation: New View Community Action Agency  
1473 Central Avenue  
Dubuque, Iowa 52001  
Fax: 563.556.4402  
E-mail: [bjenkins@operationnewview.org](mailto:bjenkins@operationnewview.org)

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

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

1. Please check where you are interested in volunteering.

Dubuque\_\_\_ Manchester\_\_\_ Maquoketa\_\_\_

2. Are you willing to become a certified volunteer?

3. What position are you volunteering for? (Check all that apply)

Tax Preparer\_\_\_ Quality Reviewer\_\_\_ Greeter\_\_\_

4. Please describe your availability from January 2012 through April 2012. (Is there certain days of the week that you are willing to volunteer, or are you not available during a certain week, how many hours per week are you willing to volunteer?)

5. Please list any languages, other than English, that you speak:

6. Have you prepared taxes with computer software before?

Yes\_\_\_ No\_\_\_

7. Have you prepared taxes using paper returns before?

Yes\_\_\_ No\_\_\_

8. Please describe you experience preparing taxes, if any.

9. Please rate your computer skills:

Fair\_\_\_ Good\_\_\_ Excellent\_\_\_

10. How did you hear about the VITA Program?

11. Why are you interested in volunteering? What are you hoping to gain from this experience?