



5th Annual

INTERNATIONAL PUERTO RICAN HERITAGE FILM FESTIVAL

November 11-15, 2015

**Volunteer Application Form (Please return ASAP)**

The IPRHFF will feature films on the subject of Puerto Rico, its people, including those in the Diaspora, or that have a Puerto Rican in a any production role. Screenings will take place at various locations in NYC. Please review the schedule and location details under "General Audience" at IPRHFF.COM. The Festival dates are November 11-15, 2015.

Once completed, please return the application ASAP.

**GENERAL REQUIREMENTS:**

1. Mature & responsible
2. Sincere desire to work hard on this exciting project
3. Genuine passion for the film industry and/or theatre industry
4. General knowledge of administrative work

**VOLUNTEER INFORMATION:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home/Work Phone: \_\_\_\_\_

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

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_ YouTube: \_\_\_\_\_

Why do you want to volunteer @ IPRHFF: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you worked with other film festivals or movie sets previously (if yes, please list the most recent): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FILM TRIVIA:**

Favorite Film: \_\_\_\_\_ Favorite Director: \_\_\_\_\_

Favorite Producer: \_\_\_\_\_ Favorite Genre: \_\_\_\_\_

Favorite Actor: \_\_\_\_\_ Favorite Actress: \_\_\_\_\_

Honorable Mentions: \_\_\_\_\_

**VOLUNTEER BACKGROUND:**

Employment History (Please begin with Current or Most Recent):

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

Skills (i.e. Administrative, Technical, Language, etc.):

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

**VOLUNTEER TERMS AND CONDITIONS:**

I acknowledge I have discussed my volunteer position for International Puerto Rican Heritage Film Festival (hereafter IPRHFF) with an IPRHFF Employee at an interview.

I acknowledge that it is my responsibility to ask questions about anything that I do not understand regarding my role as a volunteer. If I have not asked any questions, it is because I understand my role. I understand that the discussion presented to me was for guidance and orientation only.

I understand that as an employee/volunteer at-will, I am free to resign at any time, just as IPRHFF is free to terminate me any time. I understand that it is my responsibility to abide by all of IPRHFF's policies. I further understand that the procedures, working conditions, and policies of IPRHFF are subject to change at any time.

I agree that I will hold in strict confidence, and not use, divulge, disclose, or communicate to any person or entity any information relating to the dealings of IPRHFF's customers, filmmakers, sponsors or other partners with IPRHFF as long as such information is not generally known to others outside IPRHFF. I will maintain this confidentiality for the term of my service and for a period of one (1) year following separation from IPRHFF. I understand that this confidentiality pledge will remain in effect after separation and that I will deliver to IPRHFF any originals and all copies of confidential information described above immediately upon termination, and that I will not take any confidential information without the written consent of the IPRHFF.

To agree to the Employee/Volunteer Pledge Please sign below **(TO BE SIGNED AT INTERVIEW):**

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
IPRHFF STAFF SIGNATURE/WITNESS DATE

\_\_\_\_\_  
PRINTED LEGAL NAME DATE

\_\_\_\_\_  
PRINTED LEGAL NAME DATE

How did you hear about IPRHFF? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_