

Orientation date ___/___/___

Literacy Volunteers Volunteer Application

Training date ___/___/___

Name: _____

Occupation: _____

Address: _____

Employer: _____

City: _____ Zip Code _____

Business Address: _____

Home phone: _____

Cell Phone: _____

Work phone: _____

Email: _____

Male / Female Date of birth: _____

Education completed:

1st Language: _____ 2nd Language: _____

H.S. diploma ___ Some College ___ *College degree ___

Specify degree(s) and field(s): _____

Teaching or Tutoring experience: _____

Volunteer experience: _____

In what organizations are you an active member? _____

Describe your personal interests or hobbies: _____

How did you hear about Literacy Volunteers? _____

Emergency Contact: _____ Phone: _____

Relationship to you: _____

Hours/ Days available:

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
morning	_____	_____	_____	_____	_____	_____	_____
noon	_____	_____	_____	_____	_____	_____	_____
afternoon	_____	_____	_____	_____	_____	_____	_____
evening	_____	_____	_____	_____	_____	_____	_____
Anytime	_____	_____	_____	_____	_____	_____	_____

Office Use:

References – Please list the names of two references not related to you: (E-mail preferred)

Name: _____ Phone: _____

E-mail: _____

Name: _____ Phone: _____

E-mail: _____

Have you ever been convicted of a felony? (federal or state) Yes _____ No _____

If yes, date, place, charge and disposition: _____

Is there any information we would need about your name or use of another name for us to be able to check your history? _____

Please check your volunteer interests:

- | | | | |
|---------------------------------------|-----------------------------------|-------------------------------|------------------|
| _____ tutor | _____ conversation group | _____ citizenship preparation | |
| _____ mentor (short-term assignments) | _____ teach basic computer skills | _____ teach basic math | |
| _____ help with GED prep | _____ office support | _____ grant writing | _____ newsletter |

APPLICANT'S STATEMENT

I understand that the agency follows a "placement/volunteer at will policy" whereby I or the agency may terminate my assignment at any time, or for any reason. I understand that this application is not a contract of employment.

If applicable, I understand that the agency will check the references given for the purpose of getting background information. I authorize all individuals to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification shall be sufficient cause for dismissal or refusal into or from the Literacy Volunteers Program.

Signature

Date