

<p style="text-align: center;"><b>Volunteer Service Form Check Off List for Continuing (No Break) Employee</b></p>
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| <input type="checkbox"/> Volunteer Service Form Complete |
| a. Top Portion Filled Out Completely                     |
| b. All Appropriate Signatures                            |
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# VOLUNTEER SERVICE FORM

- All volunteers **MUST** be fingerprinted and be TB tested before starting services.
- Volunteer services cannot conflict with bargaining unit work.
- Volunteers **CAN** assist employees in the performance of their duties.
- Volunteer services are unpaid.

Volunteer's Name \_\_\_\_\_ DOB \_\_\_\_\_  
 Address/ City/ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Social Security No. \_\_\_\_\_ Driver License or CA I.D. # \_\_\_\_\_

### To Be Completed by Requestor and Approving Parties

Specific duties to be performed: \_\_\_\_\_

Work Location: \_\_\_\_\_ Department: \_\_\_\_\_

instructional assistant     coaching assistant     tutor     intern     Managerial

Special Event (event name) \_\_\_\_\_

Other \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Days / Hours expected to volunteer: \_\_\_\_\_

Will the volunteer have direct contact with children under the age of 18 and have direct control over the children's activities or physical whereabouts?      Yes \_\_\_\_\_ No \_\_\_\_\_

Requestor's Name \_\_\_\_\_ Manager's Name \_\_\_\_\_ Vice President's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### To Be Completed by Volunteer

1. A. Have you ever been convicted of any criminal offense?      Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," complete Part A on the Personal Data Report Form (attached): Please state for each conviction the specific charge for which you were convicted, the date and place of conviction, as well as the jail-prison sentence or fine you received. Please be aware that certain offenses need not be reported (See California Code of Regulations, Title 2, section 7287.4). Regardless of Title 2, California Code of Regulations, section 7287.4, you must report all sex and drug offenses specified in Education Code sections 87010 and 87011. A record of conviction will not necessarily constitute a bar from employment.

B. In addition, Labor Code section 432.7 allows an employer to ask: Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?      Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," complete Part B on the Personal Data Report Form (attached), please specify the charge(s), the county in which the charge(s) is pending, and the date of trial, if set.

2. Do you have relatives currently working for the District?      Yes \_\_\_\_\_ No \_\_\_\_\_

Names/ Location: \_\_\_\_\_

3. Name and phone of emergency contact: \_\_\_\_\_

Are you currently employed by the District? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, identify location & Department:

Work Location: \_\_\_\_\_ Department: \_\_\_\_\_

*I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.*

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

**HR Review / Processing:**

\_\_\_\_\_  
Reviewed by/Date      Board Approval Date