

Literacy Center Volunteer Application

Part I: General Information

Name: _____ Date of Birth*: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (W) _____ (H) _____

Email: _____

Ethnicity*: _____ Place of Birth*: _____

Occupation: _____ Employer: _____

Have you ever been convicted of a crime? Yes No

If yes, explain: _____

How did you hear about the Literacy Center? _____

Why do you want to volunteer at the Literacy Center? _____

***Note: Your answer to these questions is optional and is only used for statistical purposes:** The Literacy Center of the Midlands is committed to avoiding discrimination in all its employment and service delivery practices including staff and volunteer recruitment, hiring, compensation, fringe benefits, staff development and training, promotion, termination, outreach, and referral. The LCM will not discriminate against persons because of sex, race, color, religion, class, national origin, age, political, or union affiliation, marital status, or sexual orientation, and will not allow such protected status to hinder access to either employment or services delivered by the LCM. Physical and mental handicaps will be considered only as they relate to bona fide paid or volunteer job requirements.

Part II: Education/Training/Skills

Most recent completed: H.S. Diploma Some college Undergraduate Degree Graduate Degree

Areas studied: _____

Special Skills/Certificates: _____

Do you speak/read/write another language? Which language? _____

Do you have experience teaching or tutoring? If so, what? _____

Please complete next page

Part III: Volunteer Experience

Please list current or most recent volunteer experience first:

Organization	Title/Position	Dates

Part IV: References

Please list 2 non-family references.

1. Name: _____ Relationship: _____

Phone Number: _____ Email: _____

2. Name: _____ Relationship: _____

Phone Number: _____ Email: _____

Part V: Application Statement

The information in my application is true and complete to the best of my knowledge. I understand that any false statement or information given is sufficient for elimination from consideration or grounds for immediate termination from the program. I authorize the Literacy Center for the Midlands to contact volunteer organizations listed as well as the references I have provided. I also authorize these organizations or individuals to release information to the Literacy Center regarding my job knowledge, skills, and performance. I hereby release the Literacy Center for the Midlands as well as those contacted by the Literacy Center from any liability that results from furnishing of information required.

I understand the completion of this application does not guarantee my acceptance as a volunteer and that the Literacy Center has the right to refuse my services. If accepted as a volunteer, I understand that any training I receive is to be considered volunteer training for the Literacy Center for the Midlands and does not qualify as certification towards working in other programs or organizations other than the Literacy Center.

Signature _____

Date _____