



The information contained in this form shall be used in connection with all volunteer activities for the Los Angeles Community College District.

**SECTION 1. VOLUNTEER APPLICANT INFORMATION**

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_

ALTERNATE TELEPHONE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

CA DRIVER'S LICENSE No. \_\_\_\_\_

SOCIAL SECURITY No. \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE No. \_\_\_\_\_

**SECTION 2. VOLUNTEER JOB DESCRIPTION (TO BE COMPLETED BY SUPERVISING ADMINISTRATOR)**

JOB TITLE \_\_\_\_\_

LOCATION \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

CONTACT PERSON/SUPERVISOR \_\_\_\_\_

EXT. \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATES NEEDED:

FROM \_\_\_\_\_

To \_\_\_\_\_

TIME REQUIRED \_\_\_\_\_

MINIMUM HOURS PER WEEK \_\_\_\_\_

TRAINING REQUIRED:

YES

NO

BY WHOM \_\_\_\_\_

QUALIFICATIONS \_\_\_\_\_

EDUCATION \_\_\_\_\_

SPECIAL SKILLS \_\_\_\_\_

EXPERIENCE \_\_\_\_\_

USE OF AUTOMOBILE \_\_\_\_\_

LICENSE PLATE No \_\_\_\_\_

OTHER \_\_\_\_\_

**INSTRUCTIONS**

Volunteer: Complete Sections 1, 3 and 4 and forward the form to the volunteer service area administrative supervisor.

Supervising Administrator: Complete Section 2 and forward the original form to the Division of Human Resources, District Office.

**SECTION 3. REPORT OF CONVICTIONS**

No person may serve as a volunteer in the District if:

1. He/she has been convicted of or if he/she has charges pending which pertains to any sex offense, such as child molestation (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011).
2. He/she has been convicted of a crime and a College President or District Administrator determines:
  - (i) the nature of the crime is too serious to serve as a volunteer;
  - (ii) the crime was too recent;
  - (iii) and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
3. He/she has a health condition which would preclude him/her from satisfactorily performing essential duties of the position.
4. He/she makes a false statement or omits a statement as to any material fact on the application form.

If you have a record of convictions for offenses other than minor traffic citations, please give details in the space below. Also, list any arrests for which you are currently out on bail or out on your recognizance, pending trial.

If the answer is "NONE", write it across the first line and sign your name at the end of the application.

**CONVICTIONS/ARRESTS PENDING TRIAL:**

Date, City & State of Arrest	Charge or reason given by police for arrest	Date and location of trial	Explanation (optional)

**SECTION 4. ADDITIONAL CONDITIONS FOR SERVING AS A VOLUNTEER IN THE LOS ANGELES COMMUNITY COLLEGE DISTRICT**

(1) Volunteer applicant acknowledges and understands that he/she serves the District in an "at will" capacity. The District may terminate a volunteer's services for any reason at all, except for the exercising of free speech rights with respect to issues of public concern.

(2) Volunteers are considered to be independent contractors and are employees of the District only for the purpose of entitlement to workers' compensation benefits for injuries sustained while engaging in the performance of any services under the direction and control of the District.

(3) With the exception of workers' compensation, volunteers serve without any type of compensation or benefits granted to District employees. Volunteers shall not be entitled to defense and indemnity from the District.

(4) Individuals serving in Associated Student Organization officer positions at the colleges are not considered to be volunteers under the District's volunteer policy and are not entitled to defense and indemnity from the District.

(5) Volunteers are subject to Los Angeles Community College District Board Rule 101800 et seq. and Los Angeles Community College District Administrative Regulation PS-5. (copy attached)

**I certify that the information I provided on this application form is true to the best of my knowledge and belief. I also accept the terms and conditions set forth by the District in connection with my volunteer service.**

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