West Valley-Mission Community College District

VOLUNTEER SERVICE FORM

Fiscal Year:

- All volunteers MUST be fingerprinted and be TB tested before starting services.
- Volunteer services cannot conflict with bargaining unit work.
- Volunteer services in a department cannot exceed more than 18 hours per week with the exception of special events, athletics, and management assignments.
- Volunteers CAN assist employees in the performance of their duties.

Volunteer Name					
Address/City/Zip	Phone				
G#	Driver License or CA I.D. #				
To Be Completed by Requestor and Approving Parties					
Specific duties to be performed:		Work Loc:		College:	
☐ instructional assistant ☐ coaching assistant		☐ clerical	□ tutor □	l note taker	
□ managerial □ special event (name of event)					
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					
Signature signifies the volunteer is not performing bargaining unit work.					
Requestor's Name Manager's Na		ame	Vice Pr	Vice President's Name	
Signature Dat	e Signature	Date	Signati	ure 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 understand y		Yes	No		
3. Are you able to perform these duties WITH or WITHOUT an accommodation to comply with the Americans with Disabilities Act?					
Describe the accommodation requested:					
Note: Obtain clearance from HR before volunteer services can begin.					
4. Name and phone of emergency contact:					
I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge. HR Review / Processing:					
Volunteer Signature	F	Reviewed by	Date		