

# Literacy Volunteer Application



Webster Parish Schools

## Your Personal Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	
DOB:	Race: _____ Gender: M F
Place of Employment & position	

## Your Availability

During which hours are you available for volunteer assignments? **Please note that school-based literacy volunteers must be available during school hours.**

- Weekday mornings  
 Weekday afternoons

**Are you able to commit to at least one hour each week working in the school setting for at least one school year?**

Yes \_\_\_\_\_ If not, how many hours can you commit? \_\_\_\_\_

## Your Education

Please circle the highest grade completed.

High School: 9 10 11 12 College: 1 2 3 4 5 6+

Other: \_\_\_\_\_ Field of Study: \_\_\_\_\_

## Your Legal History

Have you ever been convicted of a crime other than a traffic violation?

\_\_\_\_\_

If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

Do you object to having a criminal background check completed? \_\_\_\_\_

*Step Forward urges all school systems utilizing literacy volunteers to conduct a criminal background check prior to any volunteer's assignment with a student. All volunteers have been advised that they must be willing to submit to a criminal background check.*

### Your Previous Volunteer Experience / Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports. Include any specific work or volunteer experiences with children or youth. Let us know if you speak any languages in addition to English.

### Your Personal Interest

Please share your reasons for wanting to serve as a school-based literacy volunteer.

### Please list at least two individuals (not family members) who can serve as a personal reference

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	
Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

### Your Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by

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me on this application may result in my immediate dismissal. I agree to allow the assigned school system to confirm all information listed and to conduct a federal and state criminal background records check.

I understand I must attend the mandatory Step Forward Literacy Volunteer training and be cleared in all steps of the screening process including criminal background records check.

Name (printed)	
Signature	
Date	

### **Our Policy**

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

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# LITERACY VOLUNTEER BACKGROUND CHECK CONSENT

The information requested in this section is essential to conduct a record check. You are not legally required to supply this information; however, if you choose to withhold this information, a final decision on your volunteer application cannot be made.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

ID or Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

List any other name by which you have ever been know or are now known:

\_\_\_\_\_

List other states where you have lived in the past five years:

\_\_\_\_\_

Have you ever been arrested? \_\_\_\_\_

If Yes, what was the offense? \_\_\_\_\_

Were you convicted? \_\_\_\_\_ Date convicted? \_\_\_\_\_

End of probation, parole, or court jurisdiction? \_\_\_\_\_

## **Acknowledgment and Permission to Conduct Record Check**

*I declare that all of the preceding information is true and correct to the best of my knowledge. I understand that any false or misleading information given by me can disqualify me from consideration as a Literacy Volunteer with my assigned school district. I hereby give permission for Bossier Parish Schools, Caddo Parish Schools, or DeSoto Parish Schools to conduct a National and Parish criminal record check, and to obtain other reference information for the purpose of assessing my application.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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