



Key Information:

Date Staff

Name
 Last First Middle

Salutation **Mr.** **Mrs.** **Ms.** **Miss** **Dr.**

Address City

State Zip

Home Phone OK to call home? Yes No

Work Phone Ext. OK to call work? Yes No

Cell Phone E-mail

Special Instructions

Source: (how did you find out about Literacy Volunteers?)

Source Type **Newspaper/TV/Radio** **Relative/Friend** **Employer** **Library** **Other community agency** **Sign/billboard/phonebook**
Place of worship **Handout/mailed leaflet** **Public Relations Talk** **Other**

Specific name

Demographics:

Gender **Male** **Female** Birth date

Ethnicity **Asian** **Black** **Hispanic** **Native** **White** **Multiple** Marital Status: Single Married Divorced Widowed

Birthplace Spouse's Name

Optional: Place of Worship (for public relations purposes)

Employment:

Employed **Full-time** **Part-time** **Retired** **Not looking for work** Employer

Occupation Title

Previous Work Experience



New Tutor

2

Education:

| | | | | |
|-------------------|--|--|---------------------------------------|--------------------------------------|
| Educational Level | <input type="checkbox"/> <12 grade | <input type="checkbox"/> H.S. Diploma | <input type="checkbox"/> Some College | Native Language <input type="text"/> |
| | <input type="checkbox"/> Undergrad. Degree | <input type="checkbox"/> Graduate Degree | <input type="checkbox"/> Other | |
| Degree | <input type="text"/> | | | Other Languages <input type="text"/> |

Volunteer Position Sought:

| | | | | |
|---|--|---|---|---------------------------------------|
| <input type="checkbox"/> Basic Literacy Tutor | <input type="checkbox"/> English for Speakers of Other Languages Tutor | | | |
| <input type="checkbox"/> Tutor Trainer | <input type="checkbox"/> Special Events volunteer | <input type="checkbox"/> Clerical assistant | <input type="checkbox"/> Computer Lab volunteer | <input type="checkbox"/> Board Member |

Why do you want to be a literacy volunteer?

Previous Volunteer Experience:

Please check times you are **AVAILABLE** to meet:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Location Preference |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| Morning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| Afternoon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Evening | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Literacy Training: (Please indicate if you have been previously trained by listing certifying organization and date; otherwise, leave blank.)

Basic Literacy Training: _____

English for Speakers of Other Languages Training: _____

Other training: _____

Re-certification: _____

Continuing ed. workshops: _____

References: (Please list name, address, phone #, and relationship of 2 non-family members.)

Occasionally we have paid part-time teaching or coordinator positions available for our experienced volunteers. Would you have future interest in such a position?