

VOLUNTEER WORK REQUEST 2017-2018

Definition of a volunteer: "Someone acting without legal obligation; a participant in something who is not legally bound to participate and does not expect to be paid."

Directions: Volunteers complete Part II. **Fingerprint clearance and TB work clearance is required** of all volunteers. Human Resources will provide paperwork. **Board Policies are available on the web.**

site: http://www.cuesta.edu/about/depts/humanresources/new_employee_forms/Short-term_Student.html

No volunteer may begin college volunteer activities until this form is completed and approval has been given by the Human Resources Office.

PART I		COMPLETED BY REQUESTING DEPARTMENT				
Requesting Department:						
Volunteer services to assist with:						
Earliest Preferred Start Date:		End Date:				
Will volunteer need computer access? <input type="checkbox"/> Yes (submit Computer Access form to Computer Services) <input type="checkbox"/> No						
Supervisor (Print name):				Date:		
Supervisor Signature:						
Approving Manager (Print name):				Date:		
Approving Manager's Signature:						
PART II		COMPLETED BY VOLUNTEER				
Name:						
Mailing Address:						
City:		State:		ZIP:		
Home Phone:		Cell Phone:				
Email Address:						
Current employee at Cuesta?		<input type="checkbox"/> Yes (if yes, what department _____)			<input type="checkbox"/> No	
Current student at Cuesta?		<input type="checkbox"/> Yes			<input type="checkbox"/> No	
If you checked "No" to the above two questions, please fill out the following information for a parking permit:						
Vehicle License:		Vehicle Make/Model:				
Vehicle Color:		Vehicle Year:		Driver's License #:		
<input type="checkbox"/> I have read Board Policies 3410, 3430, 3720 (found on the Human Resources page link above)						
Have you ever been convicted of a felony or misdemeanor criminal offense? (Include convictions by court martial and driving under the influence-DUI; you do not need to include minor traffic violations). <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", identify the charges and give date(s), place(s) and disposition on separate sheet.						
I certify that all the information I have provided above is true and complete to the best of my knowledge. I understand that I will not be paid for this professional volunteer assignment.						
Volunteer (Print name):					Date:	
Volunteer's Signature:						
PART III		COMPLETED BY HUMAN RESOURCES				
Legal Name:			Banner ID:			
<input type="checkbox"/> Fingerprints		<input type="checkbox"/> TB Test		<input type="checkbox"/> Social Security Card		
<input type="checkbox"/> Driver's License		<input type="checkbox"/> Demographics Form				
<input type="checkbox"/> The volunteer named on this form has completed and submitted all of the required paperwork.						
Human Resources Signature:					Date:	
PART IV		COMPLETED BY PUBLIC SAFETY				
Volunteer parking permits may be issued to volunteers of the college. Approval is required by Public Safety.						
Department:		Time Period Valid Through:		Permit #		
					NO CHARGE	
Public Safety Approval:				Date:		