

Pittsylvania County Literacy Program Volunteer Application

Date Received in Office: _____

Part One: General Information

Name: _____ Date of Birth: * _____ / _____ / _____

Address, City, State, Zip: _____

Phone: (W) _____ (H) _____ OK to call? Y N

E-mail: _____

Ethnicity: * _____ Gender: * M F Place of Birth: * _____

Occupation: _____ Employer: _____

Have you ever been convicted of a felony? _____

Would you consider tutoring an inmate at the local jail? _____

Would you consider working with a learner with a past conviction in a public, safe environment? _____

Does your employer have a matching gifts program? Y N (Note: Some employers will donate to the volunteer agency with a matching gift program. Some also provide a donation for your volunteer time.)

How did you hear about Pittsylvania County Literacy Program? _____

* **NOTE:** Your answers to these questions are *optional* and are used only for statistical purposes: Pittsylvania County Literacy Program is committed to avoiding discrimination in all its employment and service delivery practices including staff and volunteer recruitment, hiring, compensation, fringe benefits, staff development and training, promotion, termination, outreach, and referral. PCLP will not discriminate against persons because of sex, race, color, religion, class, national origin, age, political or union affiliation, marital status, or sexual orientation, and will not allow such protected status to hinder access to either employment or services delivered by the PCLP. Physical and mental handicaps will be considered only as they relate to bona fide paid or volunteer job requirements.

Part Two: Education/Training/Skills

Most recently completed: H.S. Diploma Some College Undergraduate Degree Graduate Degree

Areas studied: _____

Special Skills/Certificates: _____

Do you speak/read/write another language? Y N Which language? _____

What subjects would you prefer to tutor? Reading, Spelling, Writing, Beginning Math, GED Math, Composition, ESL
(Please circle all that apply)

Part Three: Volunteer Experience

Have you ever been a volunteer? Y N Please list current or most recent volunteer experience first:

Organization	Title/Position	Dates

Part Four: Availability

When are you available to volunteer? (Please circle all that apply) *Days* *Evenings* *Weekdays* *Weekends*

Is there a particular day that is best for you? _____

How many hours a week are interested in volunteering? _____

Are you willing to volunteer for special projects as needed? Y N

What location is convenient for you? Chatham, Gretna, Pittsville, Brosville *(Please circle one)*

Part Five: References

Please provide one professional reference and one personal reference, not related to you, who have knowledge of your qualifications. If you do not have a professional reference, you may use two personal references. Please notify your references that we will be calling them.

Name and Relationship of Professional Reference	Daytime Phone #	Evening Phone #	Years Acquainted
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Address, City, State, Zip

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Address, City, State, Zip

Please tell us your expectations for volunteering for the Literacy Program.

Applicant Statement

The information in my application is true and complete to the best of my knowledge. I understand that any false statement or information given is sufficient for elimination from consideration or grounds for immediate termination from the program. I authorize the Pittsylvania County Literacy Program Director to contact volunteer organizations listed as well as the references I have provided. I also authorize these organizations or individuals to release information to the Pittsylvania County Literacy Director regarding my job knowledge, skills, and performance. I hereby release the Pittsylvania County Literacy Program as well as those contacted by the Literacy Director from any liability that results from the furnishing of information requested.

Signature: _____ Date: _____

Other information you would like us to know?

Please complete and **mail to:** Pittsylvania County Literacy Program, P. O. Box 1093, Chatham, VA 24531 **or** return in person to 18 Depot Street, Chatham, VA. *Thank you for your interest!*

E-mail: www.literacy@pittgov.org