

COPS 'N KIDS READING CENTER, INC.

Julia M. Witherspoon – Founder/Executive Director
800 Villa Street Racine, WI 53403
262-632-1606 or 262-994-4072
www.cops-n-kids.org

VOLUNTEER APPLICATION

INSTRUCTIONS:

Please answer each question completely and accurately. NO ACTION CAN BE TAKEN ON THIS APPLICATION UNTIL ALL QUESTIONS HAVE BEEN ANSWERED. Use blank paper if you do not have enough room on this one. PLEASE PRINT, except for your signature. All information will be held in strict confidence.

PERSONAL DATA:

Today's Date: _____

Name: _____ Date of Birth: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip Code)

List any address outside Racine County where you have lived within the past 10 years. _____

Phone Number _____ E-Mail _____

EDUCATION RECORDS:

(Elementary School) (City) (State)

(Middle School) (City) (State)

(High School) (City) (State)

(College) (City) (State)

Highest Grade Completed: _____ Equivalency/GED: ___ Yes ___ No Date Completed: _____

Please share with us special skills/training: _____

___ Teacher ___ Computer ___ Management ___ Skilled Trade ___ Math ___ Clerical ___ Writing

___ Legal ___ Reading ___ Grant Writing ___ Public Relations ___ Language (Other than English

Days & Hours Available: _____

The children come to the Center @ 800 Villa Street, Monday thru Thursday from 4:00 – 6:00 pm.

_____ I would like to be a classroom assistant to the Teacher.
I am available _____ Monday _____ Tuesday _____ Wednesday _____ Thursday from 4:00 – 6:00 pm.

_____ I would like to assist a child, one-on-one in the classroom.
I am available _____ Monday _____ Tuesday _____ Wednesday _____ Thursday from 4:00 – 6:00 pm.

_____ I would like to do one-on-one Tutoring once a week for 1 hour.
I am available _____ Tuesday _____ Wednesday _____ Thursday
from _____ 4:00 – 5:00 pm _____ from 5:00 – 6:00 pm

GENERAL:

Do you have a valid Driver's License? _____ Yes _____ No

Driver's license number: _____ State: _____ Expiration Date: _____

Insurance Company: _____ Address: _____

Please list any other names you have used: _____

Have you ever been convicted of a felony? _____ Yes _____ No (Conviction will not necessarily disqualify you.)

If yes, please explain: _____

STUDENT VOLUNTEERS ONLY:

What school do you attend? _____ Grade: _____ Graduation Year: _____

How will you get to the Center to volunteer? _____ Drive _____ Bus _____ Walk _____ Parent _____ Other

If other, please explain: _____

EMPLOYMENT INFORMATION:

Employer/Name of Business: _____ Supervisor: _____

Address: _____ Phone Number: _____

Position Held: _____ Title: _____

Dates Employed --- From: _____ To: _____ Reason for Leaving: _____

Duties: _____

Specific Equipment Operated: _____

Employer/Name of Business: _____ Supervisor: _____

Address: _____ Phone Number: _____

Position Held: _____ Title: _____

Dates Employed --- From: _____ To: _____ Reason for Leaving: _____

Duties: _____

Specific Equipment Operated: _____

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Dates Employed --- From: _____ To: _____ Reason for Leaving: _____

Duties: _____

Specific Equipment Operated: _____

I hereby certify that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentation of facts in this application or any supplements thereto, is cause for rejection of my application or discharge at any time during my volunteering. I understand that any volunteer assignments will be contingent upon the completion of reference checks and police background investigation. I voluntarily authorize every person, firm, company, corporation, government agency, court, association, school, college, university or institution having control of any documents, records and other information pertaining to me, to furnish such information in their files to the Cops 'N Kids Reading Center, Inc. or authorized agents, and I hereby release said parties from any liability to claim whatsoever for issuing this information.

I have read and fully understand the above statement.

Applicant's Signature: _____ **Date:** _____