

## UCR Campus Policy — Volunteer (without salary) Appointments — (650-85)

**Volunteer Application****I. Applicant Contact Information**

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

Address: \_\_\_\_\_

Phone: Hm: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Are you over 18 years of age:  Yes  No If No, please indicate date of birth: \_\_\_\_\_

How did you hear about volunteering at UCR?: \_\_\_\_\_

**II. Education**

Highest Degree Attained: \_\_\_\_\_ Major: \_\_\_\_\_

Institution: \_\_\_\_\_

Are you currently attending school?  Yes  No If yes, name of school: \_\_\_\_\_**III. Employment**Are you currently employed by UCR or UC?  Yes  No Have you worked for UCR or UC in the past?  Yes  No

If yes, indicate duration of employment: \_\_\_\_\_ to: \_\_\_\_\_ Location/Dept: \_\_\_\_\_

Reason for leaving UC/UCR?: \_\_\_\_\_

Name of Current Employer, if applicable: \_\_\_\_\_

**IV. Previous Volunteer Experience**

Summarize your previous volunteer experience:

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Are you currently a UCR Volunteer?  Yes  No Have you volunteered for UCR in the past?  Yes  No

If yes, indicate duration of assignment: \_\_\_\_\_ to: \_\_\_\_\_ Location/Dept: \_\_\_\_\_

Reason for leaving UC/UCR?: \_\_\_\_\_

**V. 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.

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Certifications and Expiration Dates (e.g. CPR, First Aid): \_\_\_\_\_

Languages: \_\_\_\_\_

## VI. Availability

During which hours are you available for volunteer assignments?

|           | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|-----------|-----|-----|-----|------|-----|-----|-----|
| Morning   |     |     |     |      |     |     |     |
| Afternoon |     |     |     |      |     |     |     |
| Evening   |     |     |     |      |     |     |     |

## VII. Interests

Describe the areas in which you are interested in volunteering:

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## VIII. Agreement and Signature

Volunteer Applicant Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parental Consent (required of youth volunteers under the age of 18)

Parent/Guardian Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IX. Disclosures

### Privacy Notification Statement

The state of California, Information Practices Act of 1977 (effective July 1, 1978) requires the university to provide the following information to individuals who are asked to supply information about themselves. The principal purpose for requesting the information on this form is to conduct background checks on individuals selected for critical positions. University policy and federal statute authorize the maintenance of this information. Furnishing all information requested on this form is mandatory. Failure to provide such information shall result in a determination that the applicant is ineligible for employment or not appropriate for reassignment from a non-critical to a critical position. The University office responsible for maintaining the information contained on this form is the Human Resources Department for all staff of the University of California, Riverside.

### Non-Discrimination and Affirmative Action Policy Statement

It is the policy of the university not to engage in discrimination against or harassment of any person employed by or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy<sup>1</sup>, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994)<sup>2</sup>

This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

The University is an affirmative action /equal opportunity employer. The university undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and covered veterans. University policy is intended to be consistent with the provisions of applicable federal laws. Inquiries regarding the university's affirmative action and equal employment opportunity policies may be directed to the Human Resources Equal Employment & Affirmative Action (EEAA) office or by calling (951) 827-5604

<sup>1</sup> Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.

<sup>2</sup> Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

#### **Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics**

Notification with regard to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 as provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request and receive a copy of the Annual Security Report of any campus of the University at which they are considering employment. The U.C. Riverside Campus Security and Crime Report is available at the following web site: [Security Report](#). The report contains a summary of crimes reported on the campus and in other designated areas during the past three calendar years. It also contains references to University and campus policies concerned with criminal activity and security on campus. Printed copies of the Report are available upon request from the University of California, Riverside, Police Department; 3500 Canyon Crest Drive, Riverside, CA 92521 or by telephone at (951) 827-5222.

I have read the above disclosures and certify that all statements on this application are true and complete to the best of my knowledge and belief and, if employed, I understand that any misrepresentation, falsification, or omission of facts may be grounds for disqualification or separation.

***This volunteer appointment may be subject to a background check. Any convictions will be evaluated to determine if they directly relate to the responsibilities and requirements of the position. Having a conviction history will not automatically disqualify a volunteer from being considered.***

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Volunteer Applicant Signature

Date