



MARIPOSA COUNTY ADULT LITERACY VOLUNTEER TUTOR APPLICATION

Volunteer Information

(Volunteers must be 18 or older and have a high school diploma or GED/high school equivalency certificate.)

Date: _____

Where did you hear about the Mariposa County Adult Literacy Program? _____

Name: _____

Address: _____

P.O. Box/Street Address/Apt. No.

City/State _____ Zip Code: _____

Email Address: _____

Phone: Home _____ Cell _____ Work _____

Have you ever had a behavioral warning or Incident Report filed about you at any Mariposa library? _____

Driver's License/ID: _____ Date of Birth: _____

Ethnicity (voluntary information): _____

Current Employment

Full Time _____ Part Time _____ Retired _____ Not in Labor Market _____

Education

High School Attended: _____ Diploma? _____ Equivalent? _____

College/University Attended: _____

Major/Minor _____ No. of Units _____ Graduated? _____

Work Experience (Paid [P]/Volunteer [V])

Approx. Dates	Company, Job Title and Duties

[Type text]

References we may contact (W=Work related; P= Personal) _____

Skills/training and special Interests: _____

Certificates, Credential or Professional Registration: _____

Availability

Day	Mon	Tue	Wed	Thu	Fri	Sat
Times						

Emergency Contact

Name: _____ Relationship: _____

Phone: (_____) _____ Alternate Phone: (_____) _____

Address: _____

City/State/Zip Code: _____

Transportation Used: Auto _____ Walk _____ Other _____

Are you 18 years of age or older? _____

Have you ever been convicted of a crime? Yes _____ No _____

(If yes, include date(s) and offense(s). You should be prepared to discuss during placement interview.)

I certify that this completed document is true and correct and that I have read and understand the duties and reporting responsibilities of a Volunteer Tutor in the Mariposa County Library Adult Literacy Program. I acknowledge that I have read and agree with all terms stated in the five (5) pages of this application and that applying for this volunteer position does not assure my acceptance in the program.

Volunteer Signature

Date

(Print Name)

Person Verifying ID

**Mariposa County Library
VOLUNTEER RELEASE FORM
Adult Literacy Program**

The mission of the Mariposa County Volunteer program is to encourage and expand the involvement of our community in the library.

I recognize that I am not an employee of the County of Mariposa and that there is no contractual arrangement whatsoever between the County and myself. I further recognize that, as a volunteer, I will not be covered by Worker's Compensation Insurance of the County of Mariposa.

I hereby agree to assume any and all risks entailed in my volunteer activities for the above-stated purpose and specifically release Mariposa County from any liability, including, but not limited to: injuries caused by lifting; bending; stooping; carrying materials; falling books and other objects; tripping and falling; injuries suffered in driving to and from worksites, etc.

As a volunteer tutor in the Mariposa County Library Adult Literacy Program, I understand and agree that program staff will perform periodic observations throughout the time that I tutor. I further acknowledge that I will be interviewed for acceptance into the Mariposa County Library Program and that my volunteer service may be terminated at any time.

To acknowledge that you have read and agree to the above and have received and read our safety, harassment, drug-free workplace, and internet and email policies, please sign below and return this form to the Adult Literacy Coordinator with your tutor application.

Volunteer Signature

Date

(Print Name)

Address

City/State/Zip Code

Phone Number(s)

[Type text]

[Type text]

MARIPOSA COUNTY LIBRARY ADULT LITERACY PROGRAM VOLUNTEER CODE OF ETHICS

As a volunteer tutor for the Mariposa County Library, I agree to adhere to the following Code of Ethics.

1. Never provide special favors or privileges or accept favors or benefits under any circumstances that may be construed by reasonable persons as influencing the performance of one's duties.
2. Make no private promises of any kind which conflict with one's duties and responsibilities.
3. Engage in no personal business or recruiting activity, or in any business activity that is inconsistent with the conscientious performance of one's duties.
4. Never use any confidential information received in the performance of one's duties for private profit or personal issues or benefit.
5. Never engage in outside activities that are incompatible with the objective performance of one's duties.
6. Work with learners as prescribed by Mariposa County Library staff and program guidelines.
7. Treat all individuals encountered in the performance of one's duties in a sensitive, respectful, and professional manner.
8. Promote only decisions that benefit the learner and public interest.
9. Conduct and perform duties diligently and promptly.

Volunteer Signature

Date

(Print Name)

[Type text]

[Type text]

CONFIDENTIALITY

There are legal restrictions, which govern county staff regarding confidentiality. These restrictions apply to volunteers as well as to regular employed staff.

Confidentiality is designed to protect the client from public exposure, to preserve his/her dignity and to support his/her worth as an individual.

***Confidentiality:** Volunteers who apply to the Mariposa County Library Adult Literacy Program and become tutors agree to strict confidentiality concerning all information they receive or record about learners. Practicing volunteer tutors also agree that any information they have recorded (on any media) about a learner is the sole property of the Mariposa County Library's Adult Literacy Program. When a learner or tutor is no longer in the program, the tutor log, all tutor notes, copies of all reports, learner portfolios and materials must be turned in to the Mariposa County Library Adult Literacy Program.*

Care must be taken that "loose talk" at work or at home does not reveal confidential information. Client names or other identifying information should not be discussed outside the literacy setting.

It should also be remembered that clients generally have a right to access their own records.

Clients have a right to privacy and also have the right to refuse a volunteer's help.

I acknowledge that all materials and information related to this program and its learners are confidential and the sole property of the Mariposa County Library's Adult Literacy Program. This includes, but is not limited to, all Monthly Tutor Reports, Tutor Log Notebook entries (all session information entered in the program-provided notebook), books, and written or electronic information and communications concerning learners and the program. At the conclusion of my volunteer service, I acknowledge and agree that all documents, books and materials described herein including all copies made of said materials will be returned to the Mariposa County Adult Literacy program.

I have read the Confidentiality statement and the information contained herein. I understand that in performing volunteer service for the Mariposa County Library Adult Literacy Program that I will abide by all rules and regulations of confidentiality described herein without reservation or exception.

Volunteer Signature

Date

(Print Name)

Witness Signature-Literacy Program Coordinator

Date

[Type text]