VOLUNTEER CHECKLIST

Human Resources

Equal Opportunity & Workforce Planning | One Washington Square, San José, CA | 95192-0046 | 408-924-2250 | 408-924-1784 (fax)

Instructions:

1. To be considered for a volunteer appointment, volunteer must complete and sign the following forms:

    - Volunteer Request & Appointment (attached)
    - Release Authorizing Background Check for Volunteers (attached)
    - Application for University Vehicle Operation/Authorization (only applicable for a volunteer who will drive a University vehicle for University business).
    - Authorization to Use Privately Owned Vehicles on State Business (only applicable for a volunteer who will drive own vehicle for University business).
    - Request for Livescan Service

2. A background check, which includes livescan fingerprinting, must be conducted for volunteers who are not current volunteers at the University. There is no service charge to the volunteer for livescan fingerprinting.

3. Department requestor will confirm with volunteer when to proceed and call the University Police Department (UPD) at 924-2172 to schedule an appointment for livescan fingerprinting. Service hours for livescan fingerprinting are the following:

    - Monday - Friday
    - 8:00 a.m. - Noon; & 1:00 p.m. - 4:00 p.m.

4. On day of scheduled livescan fingerprinting appointment, volunteer must first come to Human Resources, located on the 3rd floor of the UPD building, to sign the Release Authorizing Background Check for Volunteers form and to obtain a Livescan form to take to UPD. UPD will require a photo identification for the appointment.

5. Equal Opportunity & Workforce Planning will notify department requestor once the livescan process has been completed. Fingerprinting must be cleared prior to the beginning of the volunteer appointment. For questions regarding the volunteer appointment, please call department requestor or Human Resources at 924-2250.