



**C S U L B**  
**College of Education**  
**Center for Collaboration in Education – SERVE Program**  
APPLICATION FOR SERVICE LEARNING (Field Work)  
 (Volunteers in Public Schools – VIPS)



**Name** Please Print **Phone** \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 \_\_\_\_\_  
 Last First M.I.

**Home Address**  
 \_\_\_\_\_  
 Street Apt. City Zip

Student ID No. \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 \_\_\_\_\_  
 Month Day Year

Have you, as a juvenile or adult, ever been convicted, fined, imprisoned, placed on probation or sentenced in any civil, criminal, or military court, or have you ever forfeited bail? Yes \_\_\_ No \_\_\_  
 Do you have any pending arrests? Yes \_\_\_ No \_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY:**

**IF YOU ANSWERED “YES.” PLEASE LIST ON THE BACK OF THIS APPLICATION ALL CONVICTIONS, including misdemeanors and/or felonies, you received at any time during your lifetime. The term “conviction” includes a plea or verdict of guilty or finding of guilt by a court in a trial without a jury or a conviction following a plea of nolo contendere.**

**Health Record**

Have you ever had tuberculosis? Yes \_\_\_ No \_\_\_ If answer is “yes,” when? \_\_\_\_\_  
 Date of TB test \_\_\_\_\_ **Please attach a copy of TB Test results taken within the last year verifying that the applicant is free from TB.** This will not be returned.  
 Can you perform the work of a volunteer teacher’s aide without special accommodations? Yes \_\_\_ No \_\_\_  
 If answer is “no,” what accommodations are needed? \_\_\_\_\_  
 In case of an emergency, please notify:  
 Personal physician \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
 Other adult \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**Service Learning and Academic Record**

Liberal Studies Major? Yes \_\_\_ No \_\_\_ (Liberal Studies Majors must participate in SERVE training)  
 Enrollment in EDEL 200/380? Currently Enrolled \_\_\_ Instructor \_\_\_\_\_  
 Enrollment in ENG 309? Currently Enrolled \_\_\_ Instructor \_\_\_\_\_  
 Are you now or have you ever been a Volunteer placed through the SERVE Office? Yes \_\_\_ No \_\_\_  
 Have you previously served as a teacher’s aide, substitute or classroom teacher? (Indicate approximate hours)  
 Elementary Self-Contained Class \_\_\_\_\_ Elementary Special Education \_\_\_\_\_  
 Middle School/Secondary \_\_\_\_\_ Middle School/Secondary Special \_\_\_\_\_  
 Are you currently or within the last six months been employed as a college aide? Yes \_\_\_ No \_\_\_  
 If yes, date of fingerprinting \_\_\_\_\_  
 VIPS Applicant Signature \_\_\_\_\_ Date application submitted \_\_\_\_\_

**(COMPLETE & SIGN REVERSE SIDE OF FORM)**

**\*For SERVE Office and District Use Only:**

Date COC Mailed \_\_\_\_\_ Verified by (SERVE Office) \_\_\_\_\_ Date \_\_\_\_\_  
 District Employee \_\_\_\_\_ Verified by (LBUSD) \_\_\_\_\_ Date \_\_\_\_\_

**VIPS EXPLANATION OF CONVICTION(S)**

**FAILURE TO ITEMIZE AND FULLY DISCLOSE ALL CONVICTIONS ON THIS APPLICATION NOW IS CAUSE FOR YOUR DISQUALIFICATION OR DISMISSAL FROM THE PROGRAM.**

**PLEASE NOTE:** Expungement or discharge pursuant to Penal Code section 1203.4 does not relieve you of the obligation to answer these questions truthfully.

Please use this page to write the offenses for which you were convicted. Give the Penal Code and name of the offense; explain in detail the date the offense occurred, the incident itself and the outcome; did you pay a fine? How much? Were you on probation? When did it end or are you still on probation? Include such information as "still pending" if you have not received a judgment.

You must include minor traffic violations (if they resulted in the issuance of a warrant), drunk driving convictions and convictions dismissed following probation.

**(USE ADDITIONAL PAGES IF NECESSARY)**

Name of Offense	Offense Code #	Date Mo/Yr	Location (City & State)	Misdemeanor or Felony?	If Imprisoned, How Long?	If Fined, \$ Amount	If Probation, From -- To --

**EXPLANATION OF EVENTS:**

**(Briefly explain any information that would be helpful in evaluation)**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**