



READ/San Diego, the adult literacy program of the San Diego Public Library, is seeking literacy service members to help conduct and expand our services. This position will:

- Recruit and train tutor volunteers.
- Recruit and assess adult literacy learners.
- Tutor adults in support of learner-set goals for family, community, and personal learning.
- Plan & promote community engagement activities.
- Assist, plan and promote outreach events.
- Plan and present workshops for adult learners on relevant topics.
- Focus on volunteer recruitment by offering training, growing community outreach, and planning AmeriCorps service days.
- Develop their own skills in tutoring, communications, community organizing, and volunteer management.
- Receive relevant training (training will not exceed 20% of total member service hours).
- Not participate in unallowed activities including fundraising.

If you are interested, please fill out the following application and return the completed form along with your resume to Rachel Esguerra at [REsguerra@sandiego.gov](mailto:REsguerra@sandiego.gov).

Thank you!



## CLLS AmeriCorps Member Application 2022-2023

First name:

Last name:

Date of birth :

Email address:

Re-enter email address:

Address (City, State, Zip):

Please note that if you are offered a member position, you will have to provide a Social Security number to confirm your citizenship status for eligibility.

Are you a U.S. citizen, U.S. national, or legal permanent resident of the U.S? (This includes individuals born in the U.S.; naturalized U.S. citizens; individuals who have a U.S. citizen parent and qualify under the Child Citizenship Act; and individuals born in Guam, Puerto Rico, American Samoa, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.) ☐ Yes ☐ No

City, state, and country of birth:

Earliest available date:

Latest available date:

Do you plan to move from the area in the next 6-12 months? ☐ Yes ☐ No

Is English your primary language? ☐ Yes ☐ No

If you speak any other languages, please list.

Please check if you have any skills or experience in these areas:

- |  |   |
|--|---|
| <input type="checkbox"/> Communications        | <input type="checkbox"/> Community Organization |
| <input type="checkbox"/> Computers/Technology  | <input type="checkbox"/> Education              |
| <input type="checkbox"/> Fine Arts/Crafts      | <input type="checkbox"/> Leadership             |
| <input type="checkbox"/> Non-Profit Management | <input type="checkbox"/> Public Speaking        |
| <input type="checkbox"/> Social Services       | <input type="checkbox"/> Teamwork               |

☐ Teaching/Tutoring

☐ Writing/Editing

In the space below, please provide any other interests, skills, experience, or additional information that may be helpful in evaluating your application.

If you have served in AmeriCorps or VISTA before, please identify the years, length of term, and positions. Please indicate if you were released for cause from any of these positions.

If available, please attach a resume with your work experience, educational history, and other relevant information.

Education: Please check the highest level of education you will have completed by the time you are planning to serve in AmeriCorps:

☐ Less than High School

☐ High school diploma/GED

☐ Some college (no degree)

☐ Associates degree

☐ Bachelor's degree

☐ Graduate degree

Motivational statement: Why do you want to serve with California Library Literacy Services AmeriCorps? Your response should show that you understand the opportunity you're applying to and why it's a good fit for you. [Click or tap here to enter text.](#)

Community Service:

Describe how you have reached out to help others and/or how you have been involved in your own community. Explain why you serve or get involved, and what you have received from your service experience, such as what you have learned, or how it has made you feel, in broad terms. [Click or tap here to enter text.](#)

Please list any organizations in which you have been involved and performed community service. List your most recent activity first. Your involvement could include serving in neighborhood, school, religious, social, professional, or other volunteer groups; helping with community service projects; or participating in less formal activities. You may use an additional sheet with more information.

Organization #1:

Town, State:

Dates:

Contact information (name and telephone/email):

Description of involvement:

Organization #2:

Town, State:

Dates:

Contact information (name and telephone/email):

Description of involvement:

Employment History: Beginning with the most current or recent position, list and briefly describe up to the last four positions you have held or your last ten years of employment. Include self-employment, internships/fellowships, home management and/or providing home schooling, and full- or part-time paid or unpaid work experience.

Organization:

Address, City, State:

Supervisor name and contact information (phone and/or email):

Job title and duties:

Reason for leaving:

Organization:

Address, City, State:

Supervisor name and contact information (phone and/or email):

Job title and duties:

Reason for leaving:

Organization:

Address, City, State:

Supervisor name and contact information (phone and/or email):

Job title and duties:

Reason for leaving:

Organization:

Address, City, State:

Supervisor name and contact information (phone and/or email):

Job title and duties:

Reason for leaving:

Criminal history questionnaire: The AmeriCorps application process requires a criminal history check to ensure community members with whom we work are protected, particularly children, individuals with disabilities, and individuals over 60 years old. AmeriCorps investigates to past sexual offenses and violent crimes, or crimes that would have a direct bearing on your service. There is a three-part NHCSC check, including Fieldscan and Truescreen, and you will be required to submit fingerprints. You will not be permitted to serve until the history check is complete and you are cleared.

Answer the following questions fully. Existence of a criminal conviction or juvenile adjudication may or may not, depending on the circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission is grounds for disqualification.

Answer the following questions and include misdemeanors and any offense that led to pre-trial intervention and/or fines, other than speeding or parking tickets.

Have you ever been convicted as an adult, or adjudicated as a juvenile offender, or at least one criminal offense by a civilian or military court? ☐ Yes ☐ No

Are you currently facing charges for any offense, or on probation or parole?

☐ Yes ☐ No

If you answered yes to any of the questions above, please provide the following information for each example/conviction/adjudication on a separate sheet: date, location, charge, conviction/adjudication, any additional information.

How did you hear about this program?

- |  |   |
|--|---|
| <input type="checkbox"/> Article (online, newspaper, magazine) | <input type="checkbox"/> Friend                           |
| <input type="checkbox"/> Advertisement in newspaper/magazine   | <input type="checkbox"/> Parent/relative                  |
| <input type="checkbox"/> Teacher/tutor/professor               | <input type="checkbox"/> Current/former AmeriCorps member |
| <input type="checkbox"/> TV commercial                         | <input type="checkbox"/> Radio commercial                 |
| <input type="checkbox"/> Received information in mail          | <input type="checkbox"/> Brochure, flyer, or poster       |
| <input type="checkbox"/> Job/college fair                      | <input type="checkbox"/> Job/volunteer web page           |
| <input type="checkbox"/> Library website or newsletter         | <input type="checkbox"/> Facebook                         |
| <input type="checkbox"/> Twitter                               | <input type="checkbox"/> Other social media               |
| <input type="checkbox"/> AmeriCorps recruiter/representative   | <input type="checkbox"/> Library staff                    |
| <input type="checkbox"/> AmeriCorps online recruitment system  |   |
| <input type="checkbox"/> Other                                 |   |

References: You'll need to add two (2) professional references to complete your application. References are among the most important parts of the application. References should NOT come from personal sources like family members, peers, classmates, co-workers, or friends; instead, references should include work supervisors, teachers, counselors, coaches, faith leaders, or others familiar with your motivation and community involvement.

Reference 1:

First name

Last name

Connection/relationship

Email

Title

Organization

Address, City, State, ZIP

Business phone

Cell phone

Home phone



Reference 2:

First name

Last name

Connection/relationship

Email

Title

Organization

Address, City, State, ZIP

Business phone

Cell phone

Home phone