

# The New York Literary Society Ltd. (NYLS)

## Volunteer Application

### PERSONAL INFORMATION:

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Drivers License Number and State of issuance:

\_\_\_\_\_

How long at this address? \_\_\_\_\_ (If less than five years, please list prior residence(s) on the last page.)

Social Security Number: \_\_\_\_\_ Are you a member of NYLS? \_\_\_\_\_

If yes, please list your NYLS member # and year joined:

\_\_\_\_\_

Type of Position Applied for: Youth Tutor [ ] Adult Tutor [ ] Administrative [ ]

Maintenance [ ] Other [ ] \_\_\_\_\_

Have you held a NYLS Position in the past? Yes [ ] No [ ]

If yes, what position did you hold and when?

\_\_\_\_\_

Volunteer Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYMENT HISTORY** (Five (5) years  
please attach additional sheets, if necessary)

Current Employer:

\_\_\_\_\_

Address/City/State/Zip:

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Position: \_\_\_\_\_

How long with this company? \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Previous Employer:

\_\_\_\_\_

Address/City/State/Zip:

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Position: \_\_\_\_\_

How long with this company? \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Volunteer Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

**QUALIFICATIONS AND TRAINING**

What qualifications and/or training do you have relevant to NYLS or this position?

Please describe:

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**VOLUNTEER HISTORY WITH YOUTH** (Past five (5) years – Please attach additional sheets if necessary) – If not applying for youth position, skip this section.

Organization Name:

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Address/City/State/Zip:

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Telephone Number: \_\_\_\_\_ Position Held: \_\_\_\_\_

Dates Held: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Another Organization:

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Address/City/State/Zip:

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Telephone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates Held: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Volunteer Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

**PERSONAL REFERENCES**

(Not relatives and not more than one former or current NYLS member)

1.) Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Residence Phone \_\_\_\_\_  
(Area Code) (Phone Number)

Business Phone \_\_\_\_\_  
(Area Code) (Phone Number)

2.) Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Residence Phone \_\_\_\_\_  
(Area Code) (Phone Number)

Business Phone \_\_\_\_\_  
(Area Code) (Phone Number)

3.) Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_

Residence Phone \_\_\_\_\_  
(Area Code) (Phone Number)

Business Phone \_\_\_\_\_  
(Area Code) (Phone Number)

Volunteer Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

## CRIMINAL HISTORY

1. Have you ever been convicted of or plead guilty to any crime(s)?  Yes  No

2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order?  Yes  No

If yes, describe in full. Also indicate dates(s) of crime(s) and in which country and state each took place. (Attach a separate sheet if needed)

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## WAIVER/CONSENT/RELEASE

I certify that all of the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this application unfavorably, if disclosed.

I understand that any omission of facts or misrepresentation will result in my elimination from consideration as a volunteer of The New York Literary Society, Ltd. or its affiliates. I further certify that I understand that The New York Literary Society, Ltd.'s intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for The New York Literary Society, Ltd. to investigate, verify and obtain information given in this application, including searches of law enforcement and published records (including driving records and criminal background checks), contact with former employers and reference interviews. I understand that this information will be used, in part, to determine my eligibility as a volunteer for The New York Literary Society, Ltd. I also understand that as long as I remain a volunteer, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I specifically acknowledge that The New York Literary Society, Ltd. or its affiliates will inquire about, and I authorize them to verify, my prior employment, experience, personal references, background, including criminal background checks which may contain arrest and conviction data.

I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved with The New York Literary Society, Ltd. its affiliates, and program subscribers, and I fully consent to such investigations.

IN CONSIDERATION of my acceptance and participation as a volunteer of The New York Literary Society, Ltd., I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all members, officers, directors, committee members and employees of the Organization ("Indemnities") from any or all liability for any loss, property damage, personal injury or death, including any such liability which may arise out of the negligence of any of the Indemnities, which may be suffered or claimed by me as a result of an investigation of my background in connection with this application.

Volunteer Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

I further agree to conform to the rules, regulations, and policies of The New York Literary Society, Ltd. and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either The New York Literary Society, Ltd. or its affiliates, or at my option. I understand and agree that The New York Literary Society, Ltd. or its affiliates may, in their sole discretion, decline to accept my Volunteer Application with or without cause.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

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Signature of Applicant

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Please Print Name

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Date

## Your Privacy is Important to Us

We want you to know that protecting the privacy of your personal information is one of our top priorities. We value our relationship with you. The very nature of our relationship with you requires us to collect or share certain types of information about you. We want you to know what information we collect, how we protect it and how we may use it.

### What Personal Information Do We Have?

We collect information, such as name, address, social security number, and employment status, as outlined on the application you completed for us. The type of information we collect depends on your request and may include:

- Information we receive from you when you complete the application as a volunteer;
- Information we receive from your references in connection with your application.
- Information we receive from third parties (such as motor vehicle reports and criminal background information).

### How Do We Use Your Personal Information?

We may use your personal information and may provide it to authorized personnel from City, State, and Federal agencies and firms that conduct audits of our records.

- To approve your request;
- To fulfill legal and regulatory requirements;

We do not disclose any personal information about our potential, current and former volunteers unless required by law.

We will not disclose any information we collect about you unless authorized by you to do so or as permitted by law.

We may share such information without authorization, to the extent permitted by law, with third parties or affiliates assisting us, such as those who assist us investigating your application.

### Protecting the Confidentiality of Your Personal information

We only allow access to your personal information to those individuals who need it in order to carry out the purposes of our programs. Individuals who have access to your personal information are required to keep it strictly confidential. We provide training to our volunteers about the importance of protecting the privacy of your information. We maintain safeguards to protect your personal information.

Volunteer Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_