



## APPLICATION FOR VOLUNTEER SERVICES

### ASSIGNMENT AND RESPONSIBILITIES

Assigning Department(s):

Description and dates of services for volunteer appointment:

start date: \_\_\_/\_\_\_/\_\_\_ end date: \_\_\_/\_\_\_/\_\_\_

### DIVISION/DEPARTMENT AUTHORIZATION

Please identify College services required for this voluntary appointment:

Campus Access ID       Telephone Account       E-mail

Other (please specify):

Authorized Appointment Period: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
**Requestor's Signature**

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

\_\_\_\_\_  
**Department Director's Signature**

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

\_\_\_\_\_  
**VP, Provost or Vice Provost's Signature**

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

**SUNY Empire State College  
Application for Volunteer Services**

**PERSONAL INFORMATION**

|   |            |                         |
|---|------------|-------------------------|
| Last Name   | First Name | Middle Initial          |
| Street Address<br>- -   | City       | State      Zip<br>( ) - |
| Social Security Number (This is a required field in the SUNY HR system)   |            | Telephone               |
| Are you a citizen of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No                    Are you currently a SUNY ESC student? <input type="checkbox"/> Yes <input type="checkbox"/> No |            |                         |

**EMERGENCY CONTACT (OPTIONAL)**

|                           |                           |                |              |
|---------------------------|---------------------------|----------------|--------------|
| Last Name                 | First Name                | Middle Initial | Relationship |
| ( ) -<br>Home Telephone # | ( ) -<br>Work Telephone # |                |              |

**HUMAN RESOURCES**

|  |   |   |   |
|--|---|---|---|
| <p><b>Date Received in OHR</b></p>   |   |   |   |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;"> <input type="checkbox"/> Oath of Office Card _____<br/> <div style="text-align: center; font-size: small;">Initials    Date</div> </td> <td style="width: 33%; border-bottom: 1px solid black;"> <input type="checkbox"/> Appt Letter _____<br/> <div style="text-align: center; font-size: small;">Initials    Date</div> </td> <td style="width: 33%; border-bottom: 1px solid black;"> <input type="checkbox"/> SUNY HR _____<br/> <div style="text-align: center; font-size: small;">Initials    Date</div> </td> </tr> </table> | <input type="checkbox"/> Oath of Office Card _____<br><div style="text-align: center; font-size: small;">Initials    Date</div> | <input type="checkbox"/> Appt Letter _____<br><div style="text-align: center; font-size: small;">Initials    Date</div> | <input type="checkbox"/> SUNY HR _____<br><div style="text-align: center; font-size: small;">Initials    Date</div> |
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cc: Supervisor  
VP, Provost or Vice Provost