

VOLUNTEER/INTERN SERVICE PROCESSING ROUTING INSTRUCTIONS

FOR COLLEGE PERSONNEL USE ONLY

VOLUNTEER/INTERN NAME	LAST:	FIRST:
------------------------------	--------------	---------------

SUBMITTED E	FORMS & REQUIREMENTS	FORM #	VOLUNTEER	INTERN	SUBMIT TO	INSTRUCTIONS
--------------------	---------------------------------	---------------	------------------	---------------	------------------	---------------------

PRE-SERVICE SCREENING

	Complete Application for Volunteer Service OR Complete Application for Intern Service	HR R-331A OR HR R-331B	x	x	HR Entry Services Unit	Step 1- Email scanned copies to HREntryServices@email.laccd.edu ; Step 2- After HR clearance, courier original to HR Entry Services Unit.
	Report of Convictions <ul style="list-style-type: none"> • Volunteer • Intern 	HR-4V HR-4I	x	x	HR Employer-Employee Relations	Email scanned copies to livescanclearance@email.laccd.edu
	Request for Live Scan Service	CA BCII 8016	x	x		
	Tuberculosis Risk Assessment	TCB-01	x	x	HR Entry Services Unit	Step 1- Email scanned copies to HREntryServices@email.laccd.edu ; Step 2- After HR clearance, courier original to HR Entry Services Unit.

**UPON RECEIPT OF WRITTEN CLEARANCE OF PRE-SERVICE SCREENING FROM HR ENTRY SERVICES UNIT,
COLLEGE NOTIFIES INDIVIDUAL THAT THEY MAY BEGIN SERVICE AS VOLUNTEER/INTERN**