



Yes We Can...Read™ Reading Mentor Application Process

Checklist

Thank you for your interest in the Yes We Can...Read! Reading Mentor Program! In order to continue your prequalification process, you will need to complete the following checklist:

- Complete and submit Reading Mentor Application
- Complete and submit Tuberculosis (TB) Test results and receipts
- Complete Live Scan Finger Prints through the Santa Clara County Sherriff's Office and submit receipt
- Attend a Reading Mentor Training – Upon submitting all documents, you will receive notice of upcoming training dates, times, and location.

The Reading Mentor Application and Instructions for TB Test and Finger Printing are available below. We will happily reimburse costs associated with the completion of the TB Testing and Finger Printing. Please keep and submit receipts to ensure reimbursement.

Submit all documents and receipts using any of the following:

E-mail: readingmentors@gfsfamilyservices.org
Mail: 2003 E. San Antonio St. San Jose, CA 95116
Fax: (408) 347-7890

Phone: (408) 347-7892



Yes We Can...Read™ Reading Mentor Application

Applicant

Applicant's First Name: _____ Last Name: _____ M.I. ____
Address: _____ Zip Code: _____
Home Phone: _____ Business Phone: _____
E-mail Address: _____ Cell Phone: _____

Gender (check/click one): Male Female

Ethnicity (check/click one):

Caucasian Hispanic Asian/Pacific Islander
 African American American Indian Other

If "Other", please specify: _____

Are you fluent in languages other than English? Yes: No:

If "Yes", please specify: _____

How did you hear about the Yes We Can Read Program? _____

Can you commit to a 1 hour mentoring session once a week for 8 – 10 weeks?

Yes: No:

Education

High School: _____

College: _____

Did you attend a local middle school? Yes: No:

If "Yes", please specify: _____

Did you attend a local elementary school? Yes: No:

If "Yes", please specify: _____

Employment Information

Current Employer: _____

Job Title: _____

Address: _____ Zip Code: _____

Phone: _____ Fax: _____

Time in Position: _____

Supervisor's Name: _____

Supervisor's Contact Info: _____ Zip Code: _____

Personal Interests

Why are you interested in volunteering as a Reading Mentor?

List any experience working with children:

Criminal History

Note: Complete and accurate answers to questions in this section are required.

**Felony Convictions? (check one):* Yes: No:

Comments: _____

Other factors or circumstances? (check one): Yes: No:

Comments: _____

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Yes We Can...Read™ Finger Printing & TB Testing Instructions

As a Reading Mentor you are required to take a Live Scan Finger Printing Test and show proof of TB Test and results since you will be working directly with children under the age of 18. **TB (Tuberculosis) Test can easily be obtained at your preferred clinic or health provider.**

Live Scan Finger Printing

- Begin by scheduling an appointment by visiting the Santa Clara County Office of the Sheriff website at : <https://sheriffivescan.sccsheriff.org/sfp/applicant/welcome.action>
- When entering the website, you will be asked to enter your personal information along with the following:

Agency's Name	San Jose Grail Family Services
Agency's Address	2003 E. San Antonio St. San Jose, CA 95116
Agency's Contact	Jessica Cruz (408) 347-7892
Type of Application	Volunteer
Job Title	Yes We Can...Read! Reading Mentor
Agency ORI Code	A9216
Billing Number	147706
Mail Code	10955
Level of Service	DOJ – Yes; FBI – No

The Santa Clara County Office of the Sheriff is located at:

Santa Clara County Sheriff Office

55 West Younger Avenue
San Jose, CA 95110

Open Monday - Friday

7:00 AM - 6:00 PM
Phone: (408) 808-4760

Some of the important things to remember when appearing for fingerprints are:

- Please be prompt. If you are late you will have to reschedule or WAIT for the next available opening. Walk-in applicants are not recommended and must wait for an available opening.
- Applicants who do not have access to the internet may make an appointment by phone at one of the following locations:
 - Santa Clara County Sheriff Office (San Jose, CA) Phone: (408) 808-4760
 - Santa Clara County Sheriff Office (Cupertino, CA) Phone: (408) 868-6614
 - Santa Clara County Sheriff Office (San Martin, CA) Phone: (408) 686-3651
 - Stanford University Dept. of Safety (Stanford, CA) Phone: (650) 725-2499
- Bring the authorized "Request for live scan service - applicant submission" form or [APPLICANT WEBSITE](#) printouts-- Each form requires a separate printing and appointment. Additional fees may apply.
- No children please. Applicants need to make arrangements for child care prior to being fingerprinted.
- Valid photographic I.D. MUST be presented at time of service:
Acceptable forms of I.D. are:
 - 1) Driver's License.
 - 2) California Identification Card.
 - 3) Military I.D.
 - 4) Passport.A second I.D. of any type should also be brought.
- **Finger nails:** Extremely long or curved fingernails may prevent the fingers from properly contacting the printing platen and may need trimming.
- **Bandaged or Injured fingers:** Applicant may need to reschedule their appointment until the injured or bandaged finger can be fingerprinted.
- Free parking is available.
- Applicants or volunteers with nonprofit organizations will be charged a \$10.00 local fingerprinting fee. The fees are subject to change without notice. Department of Justice and FBI fees may be collected by the Sheriff's Office or the appointing authority as necessary. This fee(s) is/are in addition to the \$20.00 printing fee.
- All prints are taken electronically and transmitted -- NO hard copy will be supplied, unless required by the type of employment. Additional fees may apply.