



DUAL CREDIT / INTERN / VOLUNTEER / NON-EMPLOYEE REGISTRATION PACKET

Please check one: Dual Credit Intern Volunteer Non – Employee
If Non Employee: Campus Security Instructional Other: _____

Please note which Department and Supervisor where you will be interning or volunteering:

Dear Prospective Dual Credit, Intern, Volunteer or Non - Employee:

Thank you for your interest in becoming a Dual Credit, Intern, Volunteer or Non-Employee at Kishwaukee College or one of our Affiliate Organizations! We want to make it as easy as possible to authorize you as a Dual Credit, Intern, Volunteer or Non - Employee with our programs. Recognizing our high responsibility to our students, we require that all who will be working with our students, employees, volunteers, or community stakeholders undergo routine background screenings.

The attached documents will begin the process of authorizing you as an intern, volunteer, or non-employee with our organization(s).

Below is a checklist and description of the required forms that must be completed prior to your start date as a volunteer.

Registration Form – Please provide as much information as possible about your interest, preferences, and availability. Submit this form, along with the packet paperwork to department of Human Resources.

Background Investigation Authorization & Release - Kishwaukee College requires that all prospective interns and volunteers undergo a criminal background investigation. Please make sure that you complete and sign this form. No person can intern or volunteer until a successful background check has been returned. Submit this form, along with the packet paperwork to department of Human Resources. *(Exempt from this registration are sworn police officers assigned as Campus Security and Dual Credit Instructors).*

Release Form – All prospective Interns, Volunteers or Non - Employees must agree to the terms and conditions of your assignment as an intern or volunteer for our institutions. *(Exempt from this registration are sworn police officers assigned as Campus Security).*

Acceptable Use Form – From time-to-time Interns, Volunteers or Non – Employees may be required to access the network resources provided by Kishwaukee College. **All Interns, Volunteers & Non Employees are required to adhere to the acceptable uses of accessing our network.**

Resume/Transcripts – If you are authorized as a Non – Employee Instructional Member; please include your resume and official transcripts for the area you will be teaching.

When these forms are completed and turned into Human Resources; a copy of these documents will be provided to the division or program coordinator to whom the Intern, Volunteer or Non - Employee will be



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CODE OF CONDUCT

Thank you for your cooperation in respecting the following important guidelines:

As an Intern, Volunteer or Non – Employee, there are certain roles and responsibilities:

1.) **UNDERSTAND**