

Volunteer Application Form City of Converse ("the City")

Attachments: Job Description

Volunteer Agreement and Waiver of Liability

The City does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in employment, volunteer opportunities, internship, or the provision of services.

These instructions must be followed exactly. Read this entire form carefully. Please print neatly. If a question is not applicable, write "NA." Use page 5 if more space is needed to give a complete answer.

By completing this Application, I understand, acknowledge and agree that:

- A. I authorize the City to conduct a check of my references and my background and to investigate all information provided during my application process and this authorization continues if I later become employed or become an Intern. A poor credit history, a criminal history, or conviction will not automatically result in disqualification from work as a Volunteer, employee, or Intern.
- B. Engagement as a Volunteer, if such work is offered and accepted, is subject to satisfactory results of pre- and post-engagement background check(s).
- C. This Application is the property of the City and any misrepresentation, falsification, or omission of information is cause for non-consideration or, if I become a Volunteer, become employed, or become an Intern, cause for termination of my engagement, employment, or Internship.
- D. This Application is not a contract. Engagement, employment, or Internship with the City is at-will. This means that if I become a Volunteer or later become employed or become an Intern, the City or I may terminate my Volunteer work, employment, or Internship at any time and for any or no cause.
- E. My work as a Volunteer, if I become so engaged, will be unpaid by the City and I will not be entitled to nor will I receive compensation or benefits from the City.
- F. I waive all legal rights and causes of action against the City, its employees, and/or agents arising out of a background check(s) conducted by or at the request of the City, including investigation into my work history, reputation, education, and credit history.

1. Position Applied For: Volunteer Date of Application: _____ Desired Start Date: _____

2. Name: _____

Last Name
First Name
Middle Name (Full)
Maiden Name

3. Other Names you have used or are known by: _____

4. Address: _____

Number
Street
City
State
Zip
Yrs
Months

How long at this address?

5. Phone: (_____) _____ Are you at least sixteen (16) years of age: Yes No

6. Desired schedule: _____ Date of Birth: _____

7. Age, if under 18: _____ (For background check purposes, applicants will be required to produce a photo ID showing Date of Birth.)

8. Are you legally authorized to work in the U.S.? Yes No
9. Conviction of a crime is not an automatic bar to consideration for employment, except where state law prohibits employment. Determinations of suitability based on criminal record checks will be considered if job-related for the position in question, consistent with business necessity, and with any applicable laws or regulations. If the City is inclined to make an adverse decision based on the results of the criminal background check, you may be advised on the part(s) of the record that make(s) you unsuitable for the position and given an opportunity to provide additional information. Unless otherwise provided by law, the City will consider, among other things, the nature and gravity of the offense, the length of time that has passed since the conviction, and the relationship of the conviction to the particular duties and responsibilities of the position sought.
- Other than for Class C Misdemeanor traffic violations, have you ever been convicted of a criminal offense, or subjected to deferred adjudication, or received a deferred disposition as a result of a criminal charge?
 Yes **No** If you answered "yes," please explain in detail in the space below by providing (a) the nature and date of the offenses, (b) the name(s) and location(s) of the police agency(ies) and court(s), and (c) the disposition of the case(s).

Explanation:

10. Do you have an outstanding warrant for your arrest? Yes No

11. Have you ever applied or worked for the City? If so, provide the requested information below.

Jobs Held	Name at the time	Supervisor	Date of employment OR application

12. EDUCATION

	Name, City and State	Number of Years/Hours Completed	Did you graduate? Give type of degree or specialty.
High School or GED:			
College:			
Other Education or Training:			

13. REFERENCES

Please list three non-relatives who know your work experience and have known you for at least one year.

Name	Employer and Address	Phone	Business Title	Years Known

14. List current licenses or credentials you currently hold that are pertinent to the position applied for.

15. If you are currently engaged as a Volunteer, employed, or an Intern, may we contact your current agency or employer? Yes No

16. **VOLUNTEER, WORK, and/or INTERNSHIP HISTORY (Complete this section, even if attaching a resume.)**

Give your history of volunteer work, employment, or Internships starting with your **most recent experience first**. List all for the past **seven (7)** years. **Explain any gaps.**

(Include volunteer work, employment, or Internships if the experience is relevant to the work which you seek.)

Dates of Volunteer work, Employment or Internship (give month and year, as in "June 2013")	Agency's or Employer's Name and Address	Supervisor's Name and Phone Number	Job Title at this work	Reason(s) for Leaving. Please give detailed information.

17. CERTIFICATION AND ACKNOWLEDGEMENT:

I certify that all of the information provided on this Application Form and all attachments and resumes submitted to the City is true, correct, and complete. I understand and acknowledge that false, misleading, incomplete, or omitted information on this application or attachments and resumes will result in rejection of my application or termination, if hired, regardless of the date of discovery. I authorize all persons and organizations, including but not limited to my former and present employers and personal references, to provide the City and its agents with complete information concerning my character, employment record, and suitability for volunteer work with the City. I understand and acknowledge that this authorization does not include a consumer report under the federal Fair Credit Reporting Act. If the City desires to conduct a consumer report or background check about me under the federal Fair Credit Reporting Act, I will receive a separate notice and authorization for that report.

Volunteer Agreement and Waiver of Liability

DO NOT SIGN OR INITIAL BELOW WITHOUT READING THIS ENTIRE DOCUMENT

I voluntarily assume full responsibility for any risk of loss, property damage or personal injury that may be sustained by me by participating in such activity.

FOR MYSELF, MY HEIRS, ASSIGNS, REPRESENTATIVES AND ANYONE ELSE CLAIMING ON BEHALF OF OR THROUGH ME, I HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS THE CITY, AND ITS OFFICERS, SERVANTS, AGENTS, OR EMPLOYEES FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS, AND CAUSES OF ACTION (INCLUDING CLAIMS FOR COURT COSTS AND ATTORNEY'S FEES) WHATSOEVER ARISING OUT OF OR RELATED TO ANY LOSS, DAMAGE OR INJURY, INCLUDING DEATH, THAT MAY BE SUSTAINED BY ME OR TO ANY PROPERTY BELONGING TO ME, WHETHER CAUSED BY THE NEGLIGENCE OF THE CITY OR OTHERWISE, WHILE VOLUNTEERING, OR WHILE IN, ON OR UPON ANY CITY PREMISES. I HEREBY WAIVE ALL CLAIMS OR CAUSES OF ACTION FOR PHYSICAL INJURY OR ILLNESS THAT MAY ACCRUE BY VIRTUE OF MY SERVICE TO AND FOR THE CITY OF CONVERSE.

_____ Initial _____ Initial of Parent/Guardian if Volunteer is under 18

In the event that I am engaged as a Volunteer with the City of Converse, I understand that I will be required to comply with all of the City's rules, policies and regulations. I fully understand that if my services are no longer needed, or my performance is not acceptable, for any reason, the City of Converse has the right to terminate my services as Volunteer at any time, with or without notice. _____ Initial _____ Initial of Parent/Guardian if Volunteer is under 18

I specifically acknowledge that:

1. I shall receive no compensation whatsoever for performing work for and on behalf of the City. All activities observed, undertaken or performed by me shall be performed without promise, expectation or receipt of compensation for services rendered and without expectation, promise, or representation, expressed or implied, of employment with the City of Converse.
2. During my service for and on behalf of the City I may be privy to confidential and sensitive information. I understand and agree that privileged and confidential information shall not be repeated, disseminated or disclosed by me in any manner and that if I breach the confidentiality of the City, my services as a Volunteer will be terminated, and that I may be subject to civil and/or criminal sanctions.
3. I understand that I may be required to submit to and successfully pass a medical examination and/or drug test by a physician and laboratory selected by and at the expense of the City of Converse in case of serious accident, injury, or death related to my service as a Volunteer.
4. Volunteers under the age of 18 will be required to have a parent or legal guardian complete a Consent and Authorization Form for Minor Applicants.

ACKNOWLEDGEMENT: By signing below, I acknowledge and represent that I have read the foregoing, understand it, and sign it voluntarily as my own free act and deed; no oral representations, statements or inducement, apart from the foregoing written agreement, have been made; I am fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by the same.

ACKNOWLEDGED:

Volunteer's Signature

Date Signed

Parent or Guardian Signature, if Volunteer is under 18 years

Date Signed

Parent or Guardian Printed Name