

West Valley City Volunteer Services Application/Job Agreement

I. Applicant Information			
Name:		Phone (home):	
Last	First	Initial	Phone (work):
Address:		City, State, Zip:	
*Drivers Lic #:		*State of Issuance:	
*Date of Birth:			
Emergency Contact:			
Name			

*These responses are necessary to conduct a background check.

II. Volunteering Preferences	
Is there a particular type of volunteer work in which you are interested?	
Availability	
What days are you available?	Mon. Tues. Wed. Thurs. Fri. Sat. Sun.
What times are you available?	Mornings Afternoons Evenings
How many hours per week can you volunteer?	How many weeks?
Some volunteer positions require a long-term commitment of six months or more. Are you willing to make a long-term commitment to volunteering? Y N	
Do you have a vehicle that you can use for volunteer work? Y N	
Do you have a valid Utah Driver's License? Y N	

III. Additional Information	
Have you ever been employed by West Valley City? Y N	
If yes, when and what was your title?	
Have you been convicted of any violation of the law? (traffic violations excluded) Y N	
If yes, please explain on a separate page.	
How did you become interested in volunteering for West Valley City?	

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IV. Skills and Interests		
Education: Degree:	Institution:	Dates Attended:
License(s) held:		
Foreign Language(s): Hobbies, Skills, and Interests:		
Occupation:		
Current Employer:		
Employer Address:		
Phone: () - -		

V. Experience (paid and volunteer, beginning with the most recent):		
Position:	Organization:	Date(s):

VI. References Give us the contact information for three people (not relatives) who know you well and can attest to your character.

Volunteer Code of Conduct

- As a volunteer I will perform only those assigned tasks that are within my physical capability and will not undertake any tasks that are beyond my physical capability or ability.
- As a volunteer I will not undertake to operate or use vehicles, equipment or tools that I am unfamiliar with or have not been trained to operate properly and safely, and have not received specific authorization to use from my supervisor.
- As a volunteer I will strictly observe all safety rules and use care in the performance of my assigned tasks.
- As a volunteer I will treat everyone with respect, patience, integrity, courtesy, and dignity.

Volunteer Acknowledgments and Waivers

As a condition of volunteering, I give West Valley City permission to conduct a thorough background check on me, which may include a review of sex offender registries, criminal history records, and law enforcement records. I give West Valley City permission to inquire into my educational background, references, licenses, and employment and/or volunteer history. I also give permission to the holder of any such information to release it to West Valley City. I understand that all volunteer positions are conditioned upon favorable background information as determined by West Valley City.

I understand that West Valley City is not obligated to provide me with a volunteer placement. I also understand that I am not obligated to accept the volunteer position offered.

I understand that volunteer positions are charitable contributions to West Valley City without anticipation of compensation of any kind or consideration of future employment.

As a volunteer I agree to be subject to the policies and procedures of West Valley City.

I hold West Valley City harmless of any liability. Criminal or civil that may arise as a result of the release of this information about me. I also hold harmless any individual or organization that provides information to West Valley City. I understand that West Valley City will use this information only as part of its verification of my volunteer application.

I verify by my signature below that the above information is accurate to the best of my knowledge, and I have read each of the above items and agree to be bound by them.

Volunteer Applicant Signature

Date

If the volunteer applicant is under the age of eighteen, a parent or legal guardian of _____ and I agree to allow him/her to be bound by the conditions represented above.

Parent/Guardian Signature

Date

City Use Only

This Volunteer will be supervised by: _____ Dept. _____

Approved by: _____ Dept. _____ Date: _____
 Department Director

Approved by: _____ Date: _____
 City Manager or Designee

HR Approval: _____ Date: _____
 HR Director or Designee

Brief Description of Duties