



BGCH: \_\_\_\_\_  
Waive: \_\_\_\_\_

**VOLUNTEER APPLICATION FORM**

City of Dallas, Human Resources  
187 SE Court Street, Dallas, Oregon 97338

**DIRECTIONS:** Answer each question as completely as possible. If a question is not applicable to you, write NA (not applicable). If additional space is needed, attach a supplemental sheet.

<b>APPLICANT INFORMATION</b>		
NAME (LAST, FIRST, MIDDLE)		
ADDRESS (STREET, CITY, STATE, ZIP)		
DAYTIME PHONE	EVENING PHONE	EMAIL
DATE OF BIRTH (some positions require a minimum age; DOB is only used to match appropriate volunteer positions)		DRIVER LICENSE NUMBER AND STATE
<b>ARE YOU UNDER 18 YEARS OF AGE? IF YES, PARENT/GUARDIAN MUST COMPLETE THE FOLLOWING:</b> I, _____, give my permission for _____ to volunteer for the City of Dallas.    Signature of Parent/Guardian: _____		
<b>EMERGENCY CONTACT INFORMATION (REQUIRED):</b> Name: _____ Phone(s): _____ Relationship: _____		
I HAVE READ THE POSITION DESCRIPTION(S) AND CAN PERFORM THE TASKS OF THE POSITION WITH OR WITHOUT AN ACCOMODATION: <input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU EVER BEEN CONVICTED OF A CRIME?    YES                                  NO  IF YES, PLEASE EXPLAIN FULLY BELOW: (EXCLUDE THOSE CASES PROCESSED IN JUVENILE COURT AND MINOR TRAFFIC VIOLATIONS). CONVICTION DOES NOT NECESSARILY DISQUALIFY YOU FROM A VOLUNTEER POSITION.       		

## EDUCATION, EMPLOYMENT, AND EXPERIENCE

### EDUCATIONAL BACKGROUND:

High School: \_\_\_\_\_

Location: \_\_\_\_\_

College: \_\_\_\_\_

Location: \_\_\_\_\_

Year Completed : \_\_\_\_\_

Degree: \_\_\_\_\_

### EMPLOYMENT

I am not employed

I am retired

I am employed/self-employed

I am a student

**VOLUNTEER EXPERIENCE** I have never volunteered  I have volunteer experience (please describe):

### PLEASE DESCRIBE YOUR EXPERIENCE WORKING WITH THE PUBLIC:

## VOLUNTEER ASSIGNMENT

### SKILLS:

What skills do you have that would be helpful in our organization? (clerical, computer, foreign language, etc.)

What training would you like to receive from this volunteer position?

### AVAILABILITY:

#### What days/times are you available to volunteer?

Monday:  Morning  Afternoon  Evening

Friday:  Morning  Afternoon  Evening

Tuesday:  Morning  Afternoon  Evening

Saturday:  Morning  Afternoon  Evening

Wednesday:  Morning  Afternoon  Evening

Sunday:  Morning  Afternoon  Evening

Thursday:  Morning  Afternoon  Evening

#### Which volunteer position(s) are you interested in?

Aquatic Center Junior Lifeguard

Dallas Library Volunteer

Aquatic Center Water Aerobics Instructor

Park Volunteer

Volunteer in Policing (VIP)

Special Event: \_\_\_\_\_

Other (please explain): \_\_\_\_\_

## REFERENCES

### Personal Reference (not a relative):

NAME

ADDRESS

TELEPHONE #

RELATIONSHIP

### Volunteer or Paid Work Reference:

NAME

ADDRESS

TELEPHONE #

RELATIONSHIP

**RELEASE AND ACKNOWLEDGEMENT**

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I authorize the City of Dallas to take any necessary and appropriate investigations to verify the information I provide in my employment application and to investigate my personal and professional background, including any criminal records and past employment records. I also release the City of Dallas and any persons, companies, or corporations supplying the above information from all liability pertaining to information concerning my background.

I acknowledge that the City of Dallas will not provide health or accident insurance for my benefit and that I am responsible for providing my own health or accident insurance. I understand and agree that I or my estate will be responsible to pay any and all costs incurred as a result of injury, illness, or death suffered while participating as a volunteer or intern. This acknowledgement and agreement will be binding on my and my heirs, personal representatives, and successors.

Completing this form is not a guarantee of placement. I understand that as a volunteer I am not an employee of the City of Dallas and that any duties that I perform are as a volunteer. I agree to follow the procedures and guidelines set forth by the City of Dallas for my assigned work duties.

SIGNATURE:

DATE:

\_\_\_\_\_

\_\_\_\_\_

For Office Use Only

Date Received: \_\_\_\_\_

Staff Assigned: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_