



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:		*Social Security #:	
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?			

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):
Position:	Organization:	Date(s):
Position:	Organization:	Date(s):
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.
- While volunteering I will not use profanity, or make humiliating, ridiculing, threatening, or degrading statements.
- As representatives of the City, volunteers, like staff, are responsible for presenting a good image to Citizens and to our community. Volunteers shall dress appropriately for the conditions and performance of their duties.



Volunteer Acknowledgments

- 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 Name PRINT Volunteer Applicant Name SIGNATURE DATE

▪ If the volunteer applicant is under the age of eighteen, the signature of a parent or legal guardian must be included. As parent or legal guardian of _____ (applicant name) I agree to allow him/her to be bound by the conditions represented above.

 Parent or Guardian Name PRINT Parent or Guardian Name SIGNATURE DATE

CITY USE ONLY	
Application on file?	<input type="checkbox"/> YES <input type="checkbox"/> NO
This volunteer will be supervised by: _____	Department: _____
Approved by: _____ <small>Department Director</small>	Department: _____ Date: _____
Approved by: _____ <small>City Manager or Designee</small>	Date: _____
Approved by: _____ <small>HR Director or Designee</small>	Date: _____
Start Date: _____	Ending Date: _____

Dress Standard

A volunteer's dress may not be so unusual, inappropriate or lacking in cleanliness that it disrupts guests, patrons or detracts from a high level of professionalism and customer service. Examples of attire considered inappropriate include but are not limited to:

- Jewelry affixed to a volunteer's nose, tongue, cheek, lip or eyebrow
- Clothing or lack of clothing that is disruptive, provocative, revealing, indecent, vulgar, excessively baggy or obscene
- Revealing necklines, bare midriffs and excessively tight clothing
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols
- Clothing which contains profanity, nudity, depicts violence, or is sexual in nature by words or symbols
- Sandals with flip flop style strap or bedroom shoes/slippers;
- Tank tops or spaghetti strap type tops
- Undergarments worn as an outer garment or any see-through or baggy clothing that reveals an undergarment
- Hats, visors, sunglasses, sweatbands, and bandannas (may be worn outside but must be removed when inside the workplace)