



City of Glendale - Human Resources Department Volunteer Registration Form

Introduction

Thank you for your interest in volunteering with the City of Glendale. The information requested on this form will assist us in finding an appropriate and satisfying position for you. All information you provide is kept strictly confidential and is for the Volunteer Program only. Please complete this form as fully as possible and be sure to sign at the bottom where requested. Please return this form to the Human Resources Department.

Personal Information

First Name: _____ Last Name: _____
Home Phone Number: _____ Cell Phone Number: _____
Driver's License Number: _____ DL State: _____
Email Address: _____

Home Address

Street Number, Street Name, & Unit: _____
City, State, & Zip Code: _____

Mailing Address (Leave blank if same as above)

Street Number, Street Name, & Unit: _____
City, State, & Zip Code: _____

Educational Level (Check one)

Disabled

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Less than High School | <input type="checkbox"/> High School Graduate/ Equivalent | <input type="checkbox"/> Some College | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Technical School | <input type="checkbox"/> 2 Year College Degree | <input type="checkbox"/> Bachelor's Degree | |
| <input type="checkbox"/> Master's Degree | <input type="checkbox"/> Some Graduate School | <input type="checkbox"/> Doctorate | |

Volunteer Interests (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Alphabetizing/Filing | <input type="checkbox"/> Answering Phones/Customer Service | <input type="checkbox"/> Computer Data Entry |
| <input type="checkbox"/> Copying/Shredding | <input type="checkbox"/> Financial/Accounting Work | <input type="checkbox"/> Flyer Distributions/Handouts |
| <input type="checkbox"/> Manual Labor | <input type="checkbox"/> Marketing/Promotions | <input type="checkbox"/> Opening/Distribution of Mail |
| <input type="checkbox"/> Preparing Mailers/Distributions | <input type="checkbox"/> Survey/Census Taker | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Other: | | |

Will you need any accommodations to perform the work in which you have expressed interest? Yes No

If "Yes", please describe the type of accommodation: _____

Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time:							
End Time:							

Volunteer/Work Experience 1

Dates: _____ Employer: _____ Position Title: _____

Supervisor: _____ Phone Number: _____ May we contact this employer? _____

Duties:

[Empty box for duties]

Volunteer/Work Experience 2

Dates: _____ Employer: _____ Position Title: _____

Supervisor: _____ Phone Number: _____ May we contact this employer? _____

Duties:

[Empty box for duties]

I hereby certify that the information set forth in this application is true and complete to the best of my knowledge. I understand that more extensive background information may be requested based on the sensitivity of my assignment. I further understand that if I become a Volunteer for the City of Glendale, falsified statements made on this application shall be considered cause for removal from the program.

Signature _____

Print Name _____

Date _____

----- For Office Use Only – Prospective volunteer, please do not write below this line -----

Division Volunteer Coordinator to complete and keep on file. Refer to the Volunteer Policy for specific program guidelines.

- One Time Assignment OR Ongoing Assignment
- Volunteer Registration Form completed and kept on file. Volunteer Agreement completed and kept on file.
- Policies Distributed to Volunteer:
 - Violence in the Workplace Fingerprinting completed and cleared
 - Use and Control of Tools, Equipment, Supplies and Materials Volunteer File Set-up (must contain the Volunteer Registration Form, Volunteer Timesheet, and Volunteer Agreement).
 - Discriminatory Workplace Harassment

Termination of Volunteer Assignment

Separation Date: _____ City property returned prior to separation

Comments: _____

Supervisor Date & Signature: _____



CONVICTION HISTORY

THIS MUST BE COMPLETED BY ALL POTENTIAL VOLUNTEERS

City of Glendale, California

Please Print or Type:

Last Name: _____ First Name: _____ Middle Name: _____

Information on convictions is required from all potential volunteers. A record of conviction does NOT necessarily, by itself, disqualify you from volunteering. Any omissions are grounds for rejection. All volunteers are fingerprinted and fingerprints are submitted to the Department of Justice for a full report.

Have you ever been convicted of a Criminal Offense (misdemeanor or felony) other than a minor traffic violation? If "YES" you must provide additional information as requested below. Yes No

Please provide information pertaining to ALL convictions, unless sealed or expunged. Do NOT list arrests that did not result in a conviction. If you have been arrested and a determination is pending, also note the information below.

Conviction Information

• Date of Conviction _____ Code Section Violated (Number and Title) _____

• Felony or Misdemeanor

Sentencing Information: (length of jail sentence, time served, monetary fine, terms of parole and/or probation)

Description of Offense and Additional Remarks: _____

• Date of Conviction _____ Code Section Violated (Number and Title) _____

• Felony or Misdemeanor

Sentencing Information: (length of jail sentence, time served, monetary fine, terms of parole and/or probation)

Description of Offense and Additional Remarks: _____

Use additional pages if necessary.

I have listed all my convictions and certify that the above is true and correct.

Signature: _____ Date: _____



City of Glendale - Human Resources Department Volunteer Agreement

Introduction

Volunteer Name: _____
City Department: _____ Division/Section: _____
Assigned Supervisor's Name: _____ Supervisor's Phone Number: _____

This Agreement confirms the terms and conditions for service as an unpaid volunteer with the City of Glendale.

1. **Worker's Compensation.** Volunteer is not covered by City's Worker's Compensation benefits program.
2. **Waiver and Release.** Volunteer does hereby and forever release and hold harmless City and its successors and assigns from any and all liability, claims, suits and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise, either directly or indirectly, as a result of Volunteer's work for City. Volunteer understands and acknowledges that this Release discharges City from any liability or claim that Volunteer may have against City with respect to any bodily injury, personal injury, illness, death or property damage that may result from Volunteer's work with City. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that this Release shall be governed by and interpreted in accordance with the laws of the State of California.
3. **Assumption of Risk:** Volunteer understands that the work for City may include physical activities that are inherently dangerous to the Volunteer, including, but not limited to, driving. The Volunteer hereby assumes the risk of injury, illness, death and property damage resulting from these and other activities associated with Volunteer's work for City.
4. **Harassment/Discrimination/Retaliation Policy:** Volunteer understands that City strictly prohibits any conduct that constitutes harassment, discrimination and/or retaliation and will take appropriate action against any person involved in such conduct. Any person who believes he or she has been subjected to any unlawful conduct shall immediately report the incident to the City (Glendale Police Department Management, Human Resources and/or City Attorney).
5. **Photographic Release:** Volunteer hereby grants and conveys unto City the right to freely reproduce and/or circulate any photographs or other recordings of Volunteer for any lawful purpose. Volunteer shall not be entitled to any compensation therefore, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

At all times while you are a volunteer, you will work under the supervision of City staff. You may be assigned to a variety of tasks mutually agreed upon between you and your supervisor. Your supervisor will be available to explain your assignment(s) and answer any questions you may have about your assignment(s) or about the City of Glendale in general. You will be responsible for fulfilling the requirements of your agreed upon task(s), including adhering to the schedule of service and being punctual.

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All parties to this agreement understand and agree to the terms and conditions of this document and to the established policies and procedures of the City's Volunteer Program, incorporated herein by reference.

Volunteer's Signature & Date

Supervisor's Signature & Date

Parent/Guardian's Signature & Date *(if under 18)*

