



## APPLICATION TO VOLUNTEER WITH THE CITY OF SPEARFISH

Thank you for volunteering with the City. We appreciate your time and commitment!  
Please answer all questions completely. PLEASE PRINT.  
***This is not an application for employment.***

The City of Spearfish does not discriminate because of race, color, religion, sex, sexual orientation, national origin, creed, ancestry, pregnancy, age, genetic information, disability, veteran's status, or any other basis prohibited by state or federal laws.				
Last Name:		First Name:		M.I.
Address:		City:	State:	Zip:
Email Address:			Telephone No:	
Driver's License No:		State which Issued License:		Expiration Date:
<b>Volunteer Area / Program of Interest:</b>				
<input type="checkbox"/>	Recreation Center Youth Programs, Coach or Referee		<input type="checkbox"/>	Library
<input type="checkbox"/>	Recreation Center Adult Programs		<input type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Recreation Center, Other		<input type="checkbox"/>	Police Department
<input type="checkbox"/>	Other Volunteer Opportunity ( <i>Please specify</i> )		<input type="checkbox"/>	Fire Department
<input type="checkbox"/>			<input type="checkbox"/>	Firefighter
<input type="checkbox"/>			<input type="checkbox"/>	Support Opportunity
<b>Availability to Volunteer:</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	Sunday	Any Day / No Preference		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mornings	Afternoon	Evenings	Any Time / No Preference	
Emergency Contact:			Phone Number:	

Have you ever volunteered for the City of Spearfish before? If yes, give dates and programs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a crime (other than minor traffic violations)? If so, when, where and what was the disposition of the case? ( <i>Conviction is not an automatic disqualification from volunteering.</i> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a crime related to sexual misconduct and/or child abuse? If so, when, where and what was the disposition of the case? ( <i>Conviction is not an automatic disqualification from volunteering.</i> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If accepted as a volunteer, do you agree to follow the policies and procedures of the City of Spearfish located on the back of this form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you under the age of 18? If yes, we require signed, written permission from your parent/guardian.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>CURRENT (OR MOST RECENT) EMPLOYMENT:</b>	
Employer Name: _____	Position: _____
Address: _____	
Phone Number: _____	Name and Title of Immediate Supervisor: _____

<b>REFERENCES:</b>			
Please provide three (3) personal and/or professional references. If you have not lived in the area for two years, please provide a reference from your previous area of residence.			
Name:	Type of Reference:	Organization / Business:	Contact Information:
1.	<input type="checkbox"/> Personal <input type="checkbox"/> Professional		
2.	<input type="checkbox"/> Personal <input type="checkbox"/> Professional		
3.	<input type="checkbox"/> Personal <input type="checkbox"/> Professional		

<b>CERTIFICATION:</b>		
I hereby certify this application is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentation. I am aware that all statements submitted on this application are subject to investigation and verification. I understand that any withholding of information, misrepresentation or falsification of statements on this application could result in rejection for a volunteer position or, if a volunteer, termination from the City at that time.		
I also understand nothing in this application, nor the granting of an interview is intended to create a volunteer position. I have received no promise regarding a volunteer position, and I understand no such promise or guarantee is binding on the City of Spearfish. If a volunteer position is established, I understand I have the right to terminate the volunteer position at any time and the City of Spearfish has a similar right.		
Date Signed _____	_____	_____
Month Day Year	Print Name	Signature of Volunteer ( <i>in ink and in the handwriting of person submitting application to volunteer</i> )



be used as permitted by your volunteer supervisor and only for authorized City business.

**Harassment:** Volunteers have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing. The City of Spearfish does not discriminate because of race, color, religion, sex, sexual orientation, national origin, creed, ancestry, pregnancy, age, genetic information, disability, veteran's status, or any other basis prohibited by state and federal laws. If you experience harassment, please report the incident immediately to the volunteer supervisor.

**Employment:** Volunteers are not City employees nor are volunteers paid for their volunteer services. Additionally, the City does not give volunteers preference for hiring purposes. Finally, in compliance with the Fair Labor Standards Act as well as to prevent conflict of interest (real or perceived), volunteers cannot serve as a volunteer and work as a paid City employee for the same department.

**Termination of Volunteer Services:** The City reserves the right to cancel its need for your volunteer services at any time and for any reason. Reasons for termination could include but are not limited to theft, excessive absences or tardiness, behavioral and performance misconduct, substance abuse, violence (real or implied), etc.

**For more information or if you have any questions,** please speak directly with your volunteer supervisor.

**Thank you again for volunteering with the City of Spearfish!**

Updated September 2020