



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:	

Volunteer Area / Program of Interest:

<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 (Please specify)	

For volunteers to the fire department there is a separate form

Availability to Volunteer:

<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<input type="checkbox"/> Mornings <input type="checkbox"/> Afternoon <input type="checkbox"/> Evenings
<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Any day / No preference	<input type="checkbox"/> Anytime / No preference

Emergency Contact:	Phone Number:
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Briefly, why do you want to volunteer with the City of Spearfish?

Have you ever volunteered for the City of Spearfish before? If yes, give dates and program(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime (other than minor traffic violation)? If so, when, where and what was the disposition of the case? (Conviction is not an automatic disqualification from volunteering.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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? (Conviction is not an automatic disqualification from volunteering.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you under the age of 18? Yes No If yes, we require signed, written permission from your parent/guardian.

CURRENT (OR MOST RECENT) EMPLOYMENT:

Employer Name _____ Position: _____
 Address _____
 Phone Number: _____ Name and Title of Immediate Supervisor _____

REFERENCES

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		

CERTIFICATION:

I hereby certify this application is complete to the best of my knowledge and all information given is true and contains no misrepresentation. I am aware all statements submitted on this application are subject to investigation and verification. I understand any withholding of information, misrepresentation, or falsification of statements on this application could result in rejection of volunteer service with the City of Spearfish.

Release and Authorization to Conduct Pre-Service Background Check

In the event the City of Spearfish ("City") extends you a conditional acceptance of volunteer services, the City will conduct an investigation into your background using the information from your application. The information gathered in that investigation will be used to determine your eligibility to volunteer. Any negative factor in your background may be evaluated in terms of the circumstances and facts surrounding its occurrence and its degree of relevance to the position.

CERTIFICATION CONTINUED:

I, the undersigned, hereby certify that the information I provided to the City for the purpose of being considered for a volunteer position is true and complete to the best of my knowledge. In connection with my request to be considered for a volunteer position, I hereby authorize the City and its agents to investigate my background and obtain any and all information from any source and to keep and preserve records of such research. I voluntarily authorize all former employers; law enforcement agencies; state and federal agencies and subdivision; motor vehicle departments; and city, state, county, and federal courts to release any information they may have about me to the City of Spearfish. Such requested information may include, but is not limited to: Information about criminal convictions, driving record, work record, DOT-mandated drug and alcohol testing, social services records, civil court records, threatening or intimidating behavior, and unsafe or unlawful conduct.

A photocopy of this Authorization and Release may be treated as if it was original. The original is maintained in the City of Spearfish Human Resources Department and will be available upon request. I hereby release the City from any claims, liability, or damages related to any background.

I have read and understand the general volunteer information. I understand that volunteering does not make me an employee of the City nor can I represent myself as such.

Date Signed _____

Month Day Year

Print Name

Signature of Volunteer *(in ink and in the handwriting of person submitting application to volunteer)*

GENERAL VOLUNTEER INFORMATION

The City of Spearfish sincerely appreciates the generous donation of your time and talents. Without the efforts of volunteers like you, the City would be limited in our ability to serve the needs of our community. We thank you for your commitment!

Identification: Volunteers may be assigned a nametag or badge to identify them while serving as a volunteer of the City. Regardless, volunteers must always identify as a volunteer (and not represent themselves a City employee).

Security and access: Volunteers are to use public entrances when reporting to their duties. Volunteers should not be in staff work areas when not on duty. You may park in any publicly designated parking areas or spots. Please do not bring children with you while you are volunteering. Volunteers should report any unsafe situation they observe or any accidents occurring while volunteering.

Attendance: We ask all volunteers arrive on time for their agreed upon schedule or duty. Please advise the volunteer supervisor as far in advance as possible of an absence. Please avoid personal phone calls, visits and other interruptions while volunteering.

Dress Code: While volunteering for the City, we ask that volunteers dress in attire that is appropriate for the conditions and performance of the activity they are scheduled to perform.

Policies and Procedures: Volunteers must abide by all rules, policies, regulations, written/verbal guidelines, directions and instructions of City staff as related to the performance of their volunteer duties. Volunteers are always expressly prohibited from releasing any confidential staff or patron information.

Alcohol and Illegal Drugs: The City of Spearfish strives to maintain a drug-free workplace. As a result, use of illegal drugs as well as the unauthorized use of legal drugs is strictly prohibited. Additionally, volunteers are prohibited from the use of alcohol on City property or during volunteer service. Finally, performing volunteer duties while under the influence of drugs or alcohol is expressly forbidden.

Facility Usage: For your convenience, City buildings have employee break rooms, which you are allowed to use while volunteering. These break rooms typically have vending machine(s), microwave, tables and chairs, and water cooler. The City is not responsible for personal items, so do not bring valuables.

Equipment Usage: Volunteers will not operate City-owned vehicles or motorized equipment. If you drive your own vehicle or a third party vehicle while volunteering, you should understand that you do so at your own personal risk and liability. Telephones, copy machines, fax machines, computers, internet access, and all other City property are only to be used as permitted by your volunteer supervisor and only for authorized Citybusiness.

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!