



City of Greenfield Department of Parks & Recreation

7325 W. Forest Home Ave., Room 200 | Greenfield, WI 53220 | Office Hours: (M-F) 8 AM - 5 PM

Phone (414) 329-5370 | Fax (414) 543-2369 | www.greenfieldparksrec.com

VOLUNTEER APPLICATION

(PLEASE PRINT CLEARLY)

Name _____
Last First Middle

Address _____
Street City State Zip

Home Phone (_____) _____ Cell Phone (_____) _____

Email Address (optional) _____ Best time to be reached Morning Afternoon Evening

Date of application _____ How did you hear about us? _____

AVAILABILITY

Please indicate the specific dates and times you are available to work.

TIME	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From							
To							

- Year-long
- Weekly
- Monthly
- Quarterly
- One-time Event
- Fall
- Winter
- Spring
- Summer
- Holidays

WHAT TYPE OF VOLUNTEER SERVICE INTERESTS YOU? (Check all that apply):

- Special Events (preparation before/during)
- Tutoring (after school)
- General Office Assistance
- Parks (i.e. general cleanup/weeding/planting)
- Sports (i.e. game day help/official)
- Hall Monitor/Greeter
- Concession Stand
- Other _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from training, employment, military or other experience.

List any special skills/hobbies/interests you have (example: artistic talents, sports interests, etc.):

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC, CLUBS AND/OR EXTRA SCHOOL RELATED ACTIVITIES

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap, or other protected status.

PLEASE ANSWER THE FOLLOWING QUESTIONS

- **Have you ever volunteered for the City of Greenfield before?** Yes No

If **yes**, give dates (start/end) _____ Department _____

- **Do you have a valid Driver's License?** Yes No If **no**, do you have reliable transportation? Yes No

If **yes**, Driver's License # _____ State _____

- **Have you ever been convicted of or plead guilty to any crime(s)?** Yes No

If **yes**, describe each in full: _____

- **Are there any criminal charges pending against you regarding any crime(s) involving or against a minor?** Yes No

If **yes**, describe each in full: _____

- **Have you ever been refused participation in any other youth programs?** Yes No

If **yes**, explain: _____

INFORMATION ABOUT YOUR EDUCATION (Please fill in based on your current level of education):

I have completed: High School Some College College

If applicable, please denote what academic year you are in currently: Freshman Sophomore Junior Senior

I need volunteer hours for school/college credit: Yes No If **yes**, how many hours needed? _____

REFERENCES: A reference should be a person (NON-RELATIVE) who is familiar with your qualifications and/or experiences as they relate to working with youths and adults. YOU MUS PROVIDE TWO REFERENCES.

LAST NAME _____ FIRST NAME _____

Home Phone (_____) _____ Cell Phone (_____) _____

LAST NAME _____ FIRST NAME _____

Home Phone (_____) _____ Cell Phone (_____) _____

I certify that all my answers contained in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am provided a volunteer assignment and it is subsequently discovered that any answer given by me is incomplete, misleading or incorrect, my volunteer assignment with the City of Greenfield may be terminated. I agree that the City of Greenfield shall not be held liable in any respect if my assignment is terminated because of false, incomplete or misleading statements, answers or omissions made by me in this application.

X Applicant's signature (required) _____ Date signed (required) _____

Please read and initial each of the following statements. If you have a question regarding any of these statements, contact the Human Resources Department at (414) 329-5208 prior to initialing and signing the application. Your initials and signature verify that you have read, understand, and agree to abide by these statements.

I authorize any person contacted to provide the City of Greenfield any and all information regarding my employment, education and other information concerning any of the subjects covered by this application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I agree to execute release authorization forms as required by the City of Greenfield, their officers, agents and employees, and the person(s) providing the information from any liability related to the providing of this information.

I consent freely and voluntarily to participate in required drug tests and/or a pre-assignment physical exam, at a location selected by the City of Greenfield, and consent to the release of the test results to the City of Greenfield. I hereby release and hold harmless the City of Greenfield, their officers, agents, and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or pre-assignment exams and decisions concerning employment based upon the results of the tests.

I authorize the City of Greenfield, its officers, agents, and employees to conduct a background criminal check and a check with the Department of Transportation prior to making a decision regarding volunteer assignment. I release and hold harmless the City of Greenfield, their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by the City of Greenfield only if it substantially relates to the position applied for.

I agree to use such personal protective equipment and devices as may be required by the City of Greenfield and to comply with safety rules and requirements. In addition, I understand that the City of Greenfield maintains a workplace free from drugs, harassment, and violence.

I understand that nothing contained in the application, the granting of an interview, or an offer/acceptance of volunteer assignment constitutes a volunteer contract. I understand that no representative of the City of Greenfield has the authority to make any assurances to the contrary.

The City of Greenfield is committed to the equality of opportunity for all people. It is the policy of the City of Greenfield to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

Applicant's signature (required) _____ Date signed (required) _____