



Volunteer/Work Experience:

Please identify any previous work or volunteer experience that you feel is relevant to your interest in volunteering with the City.

1. Present Employer/Organization Position Date Started Date Ended

Duties/Responsibilities

Supervisor Title Phone Number May we contact them? Yes No

2. Past Employer/Organization Position Date Started Date Ended

Duties/Responsibilities

Supervisor Title Phone Number May we contact them? Yes No

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

Have you ever been convicted of a felony? Yes No If yes please explain: _____

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 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.

Interview Date Start Date

One Time Assignment or Ongoing Assignment, Schedule: _____

Volunteer Registration Form completed and kept on file.

Volunteer Agreement completed and kept on file.

Volunteer Time Sheet initiated and kept on file.

Fingerprinting completed and cleared (only applies to volunteers working with minors).

Policies Distributed to Volunteer:
Violence in the Workplace
Use and Control of Tools, Equipment, Supplies and Materials
Discriminatory Workplace Harassment

Volunteer File Set-up (must contain the Volunteer Registration Form, Volunteer Timesheet(s), Volunteer Agreement).
Note: The volunteer file must be kept for five years after separation.

Termination of Volunteer Assignment:

Separation Date: _____ City property returned prior to separation

Comments: _____

Worksite Supervisor Signature Date

CONVICTION HISTORY

THIS MUST BE COMPLETED BY ALL POTENTIAL VOLUNTEERS

City of Glendale, California

Please Print or Type:

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

SOCIAL SECURITY #: _____

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: _____