



APPLICATION FOR VOLUNTEER POSITION
CITY OF FORT COLLINS
P.O. BOX 580
FORT COLLINS, CO 80522-0580

INSTRUCTIONS: Each question should be fully and accurately answered. Please print or type, except for the signature on the back of the application.

VOLUNTEER APPLICATION INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_(home) \_\_\_\_\_(business)

Last 4 digits of Social Security No: \_\_\_\_\_ Date Available for Volunteer Work: \_\_\_\_\_

Are you interested in one-time or short-term volunteer assignments? [radio] yes [radio] no

Are you interested in on-going volunteer assignments? [radio] yes [radio] no

Are you age 18 or older? [radio] yes [radio] no If no, please list date of birth: \_\_\_\_\_

If you are applying for a volunteer position which requires driving, do you possess a valid driver's license? [radio] yes [radio] no If yes, Driver's License #: \_\_\_\_\_

Have you volunteered for the City of Fort Collins before? [radio] yes [radio] no

If yes, please list Department, responsibilities and approximate dates:
\_\_\_\_\_
\_\_\_\_\_

Have you ever been convicted of or received a deferred sentence, deferred judgment, or a deferred prosecution for a petty offense, misdemeanor traffic offense, (excluding civil traffic infractions), municipal code violation (excluding civil traffic infractions), misdemeanor, or felony, or been adjudicated as a juvenile for an offense that is public record? [radio] yes [radio] no

If yes, please state the offense(s) you were arrested for or convicted of and explain the date, location, nature and facts surrounding each offense. Use an attachment sheet if necessary.
\_\_\_\_\_
\_\_\_\_\_

**EMPLOYMENT AND VOLUNTEER HISTORY:**

Your experience is an important factor in evaluating your qualifications. Please make certain that you provide complete and accurate information on previous paid and volunteer experiences. List present or most recent experiences first including the name of your supervisor and a telephone number.

Name of Business or Organization: \_\_\_\_\_

Address of Business or Organization: \_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Worked with them from: \_\_\_\_\_ to: \_\_\_\_\_

Paid Employment?  yes  no Volunteer Work?  yes  no

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Name of Business or Organization: \_\_\_\_\_

Address of Business or Organization: \_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Worked with them from: \_\_\_\_\_ to: \_\_\_\_\_

Paid Employment?  yes  no Volunteer Work?  yes  no

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Name of Business or Organization: \_\_\_\_\_

Address of Business or Organization: \_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Worked with them from: \_\_\_\_\_ to: \_\_\_\_\_

Paid Employment?  yes  no Volunteer Work?  yes  no

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**Employment & Volunteer History, continued**

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Name of Business or Organization: \_\_\_\_\_

Address of Business or Organization: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Worked with them from: \_\_\_\_\_ to: \_\_\_\_\_

Paid Employment?     yes         no        Volunteer Work?     yes     no

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Name of Business or Organization: \_\_\_\_\_

Address of Business or Organization: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Worked with them from: \_\_\_\_\_ to: \_\_\_\_\_

Paid Employment?     yes         no        Volunteer Work?     yes     no

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Name of Business or Organization: \_\_\_\_\_

Address of Business or Organization: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Worked with them from: \_\_\_\_\_ to: \_\_\_\_\_

Paid Employment?     yes         no        Volunteer Work?     yes     no

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Education, vocational, technical or military training information that is relevant to the position for which you are applying?

Additional skills: \_\_\_\_\_

Computer? \_\_\_\_\_

Software applications? \_\_\_\_\_

Heavy equipment? \_\_\_\_\_

Office equipment? \_\_\_\_\_

Additional Information?  
\_\_\_\_\_

Applicants are considered for volunteer positions for which they have applied without regard to race, religion, sex, age, national origin, disability and other characteristics protected by law.

**Certification & Release**

I certify that all statements made in this application are true and complete. I authorize the City to investigate all statements made as a part of this application and to secure any necessary information from all prior employers, volunteer programs, references, academic institutions, law enforcement agencies, other persons and entities, and public records. I hereby release all such persons, entities, employers, volunteer programs, references, institutions, agencies and the City from any and all liability arising from their giving or receiving information about my employment history, academic credentials, qualifications, reputation, driving record, and criminal record. A photocopy of this release can be used for all purposes.

I understand that any false answers or misleading statements as well as misrepresentations by omission made by me as part of my application, will be sufficient for rejection of my application or for my immediate discharge should one be discovered after I have started volunteer activities.

I understand that nothing in this volunteer application, in the City's statement of personnel policies or in my communication with any City employee or official is intended to create an employment contract between the City and me. Accordingly, either I or the City may terminate my volunteer status at-will at any time with or without cause or notice. I understand that the at-will nature of the volunteer relationship can only be changed in a specific writing signed by the Director of Human Resources. I understand that I will not be paid or receive any other remuneration for my services as a volunteer with the City.

I understand that successful completion of a background check is a qualification to work in certain programs.

I hereby acknowledge that I have read, understand, and agree to the preceding statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parental Consent for Applicants Under 18 Years of Age**

As the parent or guardian of the above volunteer applicant, I hereby consent to his/her participation as a volunteer for the City of Fort Collins.

Printed Name of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Parent or Guardian's Address \_\_\_\_\_