City of Paso Robles Volunteer Application

Human Resources
1000 Spring Street, Paso Robles, CA 93446 (805) 227-7234
An Equal Opportunity Employer

INSTRUCTIONS

Please type or print in ink. All statements are subject to verification. Resumes will not be accepted in lieu of a completed application. Return completed application to the address listed on the program webpage for which you would like to volunteer.

Volunteer Position You Are Applying For:

Last Name	First Name	M.I.	Any other names you have used or have been known by

Mailing Address	City	State	Zip Code

Driver's License Number	State	Expiration	Class	Phone Number	Email Address

Please check the days and times you are available to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	❒	❒	❒	❒	❒	❒	❒
Afternoon	❒	❒	❒	❒	❒	❒	❒
Evening	❒	❒	❒	❒	❒	❒	❒

Additional information regarding availability:

Have you ever volunteered or worked for the City of Paso Robles? ❒Yes ❒No

If yes, which position(s) and when: _____

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest. Do you have any relatives working for the City of Paso Robles? ❒Yes ❒No

If yes, state name(s) and relationships: _____

Are you at least 18 years old? ❒Yes ❒No

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation? ❒Yes ❒No

If no, describe the functions that cannot be performed: _____

_____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for the eligible applicants to perform essential functions. Applicant may be subject to passing a medical examination, and/or skill and agility tests.)

EDUCATION AND TRAINING

Did you graduate from High School or receive a GED? ❒Yes ❒No

High School Attended: _____ Location of High School/GED: _____

List your education and training related to the position including colleges, technical, military schools, etc.

School Name	Location (City and State)	Degree/Certificate	Major	Date Awarded	# of Units

List special skills and valid licenses, certificates or registrations relevant to this position.

Many of our customers do not speak English. Do you speak, write or understand any foreign languages? ❒Yes ❒No

If yes, which language(s)? _____

CONVICTION RECORD

Please complete the attached **Criminal History Questionnaire.**

No applicant will be denied solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for will be considered.

VOLUNTEER AND EMPLOYMENT HISTORY

Begin with your most recent experience. List volunteer and work history and include any other pertinent experience. Account for all periods of unemployment. Failure to list work experience will be considered an incomplete application and subject to rejection.
A résumé will not substitute for the information required in this section. Resumes may be included, but do not write "see resume" in lieu of completing the application. Please attach additional sheets as needed.

NAME OF EMPLOYER OR VOLUNTEER ORGANIZATION	TYPE OF BUSINESS	HOURS PER WEEK
ADDRESS	NAME AND TITLE OF SUPERVISOR	MAY WE CONTACT? ❒Yes ❒No
TELEPHONE NUMBER	REASON FOR LEAVING	
DATES EMPLOYED OR VOLUNTEER SERVICE	DESCRIPTION OF DUTIES	
JOB TITLE		

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Please read carefully, initial each paragraph and sign below.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for a volunteer position and that answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any false or misleading information on this application or any document used to secure a volunteer position or any dishonesty in connection with any aspect of the application process shall be grounds for rejection of this application, refusal of acceptance for a position, removal of my name from a volunteer list and/or dismissal from a volunteer position with the City of Paso Robles.

_____ I hereby authorize the City of Paso Robles to thoroughly investigate my references, work record, education and other matters related to my suitability for a volunteer position and, further, authorize the references and former employers I have listed to disclose to the City any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosures. In addition, I hereby release the City, my former employers, my former managers, supervisors, and co-workers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the City, I am entitled to copies of any such public records obtained by the City unless I mark the check box below. If I am not accepted as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

❒ **I waive receipt of a copy of any public record described in the paragraph above.**

_____ I hereby acknowledge that as a volunteer for the City of Paso Robles, I am not an employee, but that I am covered under the City's workers' compensation plan since the City has adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code 3363.5. As a volunteer who is covered under the City's workers' compensation plan, I expressly agree and acknowledge that workers' compensation is my exclusive remedy for any injury suffered while performing said volunteer duties, and that I cannot and will not seek to bring any other claims or actions of any type whatsoever against the City of Paso Robles, its employees, officers, agencies, or other volunteers and officials.

_____ I agree to comply with the City of Paso Robles' rules and regulations to the best of my ability. I agree to respect the confidential nature of information I may obtain, to participate in orientation and training as required by my assignment, and to allow publication of my photo in promotional materials for the City of Paso Robles, including but not limited to, the City website and/or publications.

Applicant's Signature _____ *Date* _____

City of Paso Robles
Criminal History Questionnaire

Human Resources
1000 Spring Street, Paso Robles, CA 93446 (805) 227-7234

Title of Position Applied For: _____

Except as otherwise stated below, you are required to identify ALL criminal convictions, regardless of date or location. A "conviction" includes a plea, verdict, or finding of guilt regardless of whether sentence is imposed by the court. A plea of "no lo contendere" has the same force and effect as a guilty plea, is considered a conviction, and must be disclosed. Include any convictions by civilian or military courts. List all cases other than minor traffic violations (driving under the influence, reckless or hit-and-run driving are NOT minor traffic violations). Being placed on probation, fined, or given a suspended sentence in court is considered a conviction. If you progress in the application process, your fingerprints will, at some point, be sent to the California Department of Justice and all offers of employment or continued employment will be subject to satisfactory review of any criminal convictions. A full disclosure by you in completing this form is to your advantage, as your criminal record does not constitute an automatic bar to employment. Factors such as, but not limited to, age at the time of the offense/conviction and how much time has passed since the offense/conviction was committed, as well as the relationship between the offense/conviction and the job for which you are applying will be taken into account. **However, failure to disclose and admit convictions will result in disqualification.**

Please note that applicants are NOT required to disclose the following information:

- Marijuana possession related convictions that are more than two years old [*Labor Code* § 432.8]
- Arrests or detentions that did not result in conviction [*Labor Code*§ 432.7]
- Referral to or participation in a pre- or post-trial diversion program [*Labor Code*§ 432.7]
- Convictions which were sealed, expunged, or statutorily eradicated; any misdemeanor for which probation was successfully completed or otherwise discharged and the case judicially dismissed pursuant to *Penal Code* section 1203.4 [2 CCR § 11017(d)]

1. Have you ever been convicted of a misdemeanor other than minor traffic violations? *If yes, list in following section.* ❒Yes ❒No

2. Have you ever been convicted of a felony? *If yes, list in following section.* ❒Yes ❒No

3. Are you currently out on bail or your own recognizance pending trial? *If yes, explain on additional sheet.* ❒Yes ❒No

List all convictions and include all information requested. Attach an additional sheet if necessary. You may also attach any mitigating information you would like us to consider.

Offense: _____

Location: _____

Conviction Date: _____ Fine or Sentence: _____

By my signature below, I certify that all statements made on this supplemental job application, as well as any additional pages provided in accordance with this supplemental job application are true and complete. I further certify that I, the undersigned applicant, have personally completed this application. I understand that if I progress in the application process, I will be required to submit my fingerprints to the California Department of Justice's Live Scan Program. I agree and understand that any misrepresentation or omission of a matter is justification for rejection of my application, refusal of employment, removal of my name from an Employment List, and/or dismissal from employment. I further understand and agree that an incomplete application may result in disqualification.

_____
Print Name

_____ _____
Signature Date

WHERE DID YOU LEARN OF THIS VOLUNTEER POSITION?

City of Paso Robles Related

- ❒ City of Paso Robles Website
- ❒ City of Paso Robles Employee
- ❒ City of Paso Robles Volunteer
- ❒ City of Paso Robles Flyer
- ❒ Visited City Hall

Publications

- ❒ Tribune
- ❒ Paso Robles Daily News
- ❒ Other Newspaper (please specify)

  _____

- ❒ City of Paso Robles Activity Guide
- ❒ Other Magazine (please specify)

  _____

Internet

- ❒ Facebook.com
- ❒ Twitter.com
- ❒ Craigslist.org
- ❒ Other Website

  _____

Other

- ❒ A Friend or Relative
- ❒ Other (please specify)

  _____