



VOLUNTEER APPLICATION ADULT

212 North Bonner Avenue, Tyler TX 75702 903.531.1100

Dear Applicant,

Thank you for your interest in becoming a volunteer with The City of Tyler. We welcome your efforts to actively participate in your municipal government by lending your time and talents as a volunteer.

Please take a moment to review the process to become a volunteer:

- Complete the attached Volunteer Application, Criminal History Verification and Comprehensive Background Investigation forms.
- Submit all forms along with a government issued photo ID.
- Attend a Volunteer Orientation with the Volunteer Coordinator.
- The Volunteer Coordinator may then place you in your position of interest within a city department or for a special event.

Please return all documents to the Volunteer Coordinator in the Human Resources Department at Tyler City Hall. We look forward to working with you!

Thank you,

Volunteer Tyler
212 N. Bonner Avenue
Tyler, TX 75702
Phone: 903-595-7243
Fax: 903-531-1248

VOLUNTEERTYLER.COM



*****PLEASE RETAIN THIS PAGE FOR YOUR RECORDS*****



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Government issued, photo identification submitted with application

PERSONAL INFORMATION

Name: _____ Date: _____

Address (including city/state/zip): _____

Phone: _____ Email: _____

Emergency Contact Person: _____ Phone: _____

EDUCATION & MILITARY EXPERIENCE

Circle the highest level of education completed: High School 9 10 11 12 College 13 14 15 16 17+

High School: _____ City / State: _____

College: _____ City / State: _____

Degrees or Certificates Earned: _____

Military Service Branch: _____ Specialty Training: _____

EMPLOYMENT HISTORY

Please list three (3) most recent jobs

Company: _____ Dates From / To: _____

Job Duties: _____

Company: _____ Dates From / To: _____

Job Duties: _____

Company: _____ Dates From / To: _____

Job Duties: _____

VOLUNTEER INTEREST

How did you hear about Volunteer Tyler?

Why are you interested in volunteering for the City of Tyler?

What other volunteer work have you done?

Do you have any special skills or experience to share as a volunteer?



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Check all departments you are interested in volunteering with:

<input type="checkbox"/> Airport Tour Guide, Filing	<input type="checkbox"/> Information Technology Installing computers, Answer Phones	<input type="checkbox"/> Planning Special Projects, Front Desk
<input type="checkbox"/> City Hall Receptionist, Filing, Data Entry	<input type="checkbox"/> Legal Services Filing, Data Entry	<input type="checkbox"/> Police Department Data Management, Parking Enforcement
<input type="checkbox"/> Communications Photography, Filming, Documentation	<input type="checkbox"/> Liberty Hall Special Events, Hospitality Liaison	<input type="checkbox"/> Transit Answer Phones, Route Assistance
<input type="checkbox"/> Gallery Main Street Art Gallery Opening	<input type="checkbox"/> Municipal Court Data Entry, Processing Paperwork	<input type="checkbox"/> Tyler Public Library Reshelving, Reading, Book Buddies
<input type="checkbox"/> GIS Data Management, Mapping	<input type="checkbox"/> Neighborhood Services Answering Phones, Filing	<input type="checkbox"/> Vehicle Services Driver, Parts Runner, Inventory
<input type="checkbox"/> Human Resources Receptionist, Filing	<input type="checkbox"/> Parks & Recreation Rose Garden, Rec Centers, Goodman Museum	<input type="checkbox"/> Other Special Events, Administrative/Clerical, Outreach Services, Labor & Maintenance

Letter of Understanding and Hold Harmless Agreement

I understand that I am not applying to be an employee of the City of Tyler. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the City of Tyler and observe employees of the City of Tyler perform their duties. I understand that my status as a volunteer may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Tyler harmless in the event of accident or injury involving my volunteer service. I agree to indemnify the City of Tyler and its agents and employees, from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or property loss of use.

The City of Tyler reserves the right to decline any applicant for a volunteer position with the City of Tyler who has: Been convicted of a felony, committed an unlawful sexual act or any other violation of the law, or any other conduct or pattern of conduct that would disrupt, diminish or otherwise jeopardize public trust in the offices of the City of Tyler.

NOTE: The City will review all applications fairly and honestly. Any commission of the listed behavior does not mean the applicant will be automatically disqualified. However, we will conduct a criminal background check in conjunction with your volunteer application; the consent form for the background check is attached. Once you are approved to volunteer with the City, you will be required to attend an orientation session before you can begin volunteering.

The City of Tyler shall not discriminate against any applicant due to age, sex, marital status, national origin, religion, race, disability or other protected group under federal, state, or local law. The City of Tyler supports a drug and alcohol free workplace policy.

I have read and understand the above.

Applicant Signature

Date

Volunteer Services Coordinator

Date

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

APPLICANT or EMPLOYEE NAME (Please print)

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, LI Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

City of Tyler
Agency Name

Agency Representative Name

Agency Representative Signature

Date

Please: Check and Initial each Applicable Space			
CCH Report Printed:			
YES	_____	NO	_____ initial
Purpose of CCH: VOLUNTEER			
ACCEPT?			
YES	_____	NO	_____ initial
Date	_____		_____ initial
Destroyed	_____		_____ initial
Retain in your files			

Comprehensive Background Investigation for Volunteer Purposes

Reason for Background Check:

___ Pre-Employment ___ Annual Cash Handling **XX** Volunteer ___ Temporary Employee ___ Independent

Name: _____
Last Name
First Name
Middle Name

Other Names / Aliases (including maiden name): _____

Name as it appears on Driver's License: _____

Date of Birth: _____

Driver's License # _____ State _____ Expires _____

In the past 10 years, have you been convicted of **ANY** crime, felony or misdemeanor, including convictions resulting in deferred adjudication, regardless of the nature of the crime? **CIRCLE ONE: YES or NO**

Please initial that you have read and understand the above statement:

If you circled **YES** above, please explain, including the date of conviction, city/county/state of jurisdiction, the nature of the crime, and the outcome (i.e. jail, probation, deferred adjudication, paid fine, etc.).

If you circled **NO** above, please write "**N/A**" below:

Have you ever lived outside the state of Texas? **IF NO, WRITE "NO."**
IF YES, PLEASE LIST ALL STATES YOU HAVE LIVED IN SINCE THE AGE OF 18:

In connection with my application for employment or my interest to be an independent contractor, I understand that an investigation will be conducted that will include information (at a minimum) as to my criminal record, sex offender status, SSN authenticity, driver's license authenticity, address history, and work references (e.g., character, work habits, performance, and experience, along with dates, title, duties, and reasons for termination of past employment). I understand that as directed by policy and consistent with the job described or the services to be performed, additional information from public and private sources about my motor vehicle driving records, civil court records, education, credentials, and credit may be reviewed. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of credit information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or source that provided the information. I acknowledge that a facsimile (FAX) or photographic copy of this form shall be as valid as the original. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, or reference contacted by the City of Tyler to furnish the information described above. I hereby release all agents, persons, agencies, and entities providing information or reports about me from any and all liabilities arising out of the request for or release of above mentioned information or reports. The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. Date of birth information is for consumer reports purposes only. I pledge that the data supplied above is true and accurate.

By signing below I hereby acknowledge that I have read and understand the purpose of this document and the consequences of falsifying information contained therein, and I have listed ALL CRIMES, FELONY OR MISDEMEANOR, INCLUDING CONVICTIONS RESULTING IN DEFERRED ADJUDICATION IN THE PAST 10 YEARS, REGARDLESS OF THE NATURE OF THE CRIME, and that failure to DISCLOSE ALL CRIMINAL CONVICTIONS WILL RESULT IN THE WITHDRAWAL OF THE CONDITIONAL OFFER OF EMPLOYMENT, or if employment has already commenced as an employee or independent contractor, it could result in the termination of my employment or my contract with the City of Tyler.

Signature of Applicant
Date