



# City of Apache Junction Volunteer Application

Volunteer Opportunity \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone Number \_\_\_\_\_ Emergency Contact/Phone: \_\_\_\_\_

E-Mail Address (Optional) \_\_\_\_\_

List all other names used (maiden, etc.) \_\_\_\_\_

Some volunteer positions have a minimum age requirement. Please mark one of the items below:

age 12-15 \_\_\_ age 16-17 \_\_\_ age 18-20 \_\_\_ age 21 or older \_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expires \_\_\_\_\_

Have you ever been employed by the City of Apache Junction? If yes, when and what was your title?

\_\_\_\_\_

Are you currently employed by the City of Apache Junction? If yes; what is your title? \_\_\_\_\_

Are you related to any City employee or City Council Member? \_\_\_Yes \_\_\_No

If yes, Name \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever been convicted of a crime other than a minor motor traffic violation? \_\_\_Yes \_\_\_No

If yes, give details, including charges, dates and locations. A conviction will not necessarily disqualify you from being accepted as a volunteer.

Education (circle highest grade completed)

Grade School 6 7 8 High School 9 10 11 12 GED College 1 2 3 4 MORE

List any education, licenses, certifications, skills, etc. that may be pertinent to the volunteer opportunity you are seeking: assignment you may be directed to: (Example: Keyboarding, Telephone, Animal care, Bilingual, etc.)

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Employment/Volunteer History: (May attach a resume) \_\_\_\_\_

Day/Time available to volunteer  Mon  Tues  Wed  Thu  Fri  Sat  Sun Time of day available:  a.m.  p.m.

If you are not available year round, what months are you available?

Why are you interested in volunteering? \_\_\_\_\_

List 3 references (name, title if known, contact information) that can verify information you have provided

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Have you been convicted of a felony or do you have a felony charge currently pending?  Yes  No If yes, give details including charges, dates and locations. (Convictions will not necessarily disqualify an applicant from volunteering.

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### Certification of Applicant

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|---|--|
| Initial   | I certify that all statements made on all application materials are true and accurate. I understand that false information (misrepresentation or omission of information) will disqualify me for assignment or cause my subsequent dismissal. I authorize investigation of all statements contained herein. I also authorize the employers and/or references listed to release any and all information concerning my previous employment and/or volunteer assignments and any pertinent information they may have and release all parties from any liability for any damages that may result from furnishing such information. |
| Initial   | I consent to having a background history check, which may include fingerprinting. I have attached the authorization to conduct an investigative background check and consent for release of personal information to this application.  |
| Initial   | I understand that if I am accepted as a volunteer, I am subject to release at any time.  |
| Initial   | I understand the City only provides Worker’s Compensation insurance for volunteers in Public Safety and will follow the Administrative Procedure regarding any accident, illness or incident.  |
| Initial   | I understand and agree that, if I am accepted by the City of Apache Junction as a volunteer, I have no expectation of privacy in desks, files, lockers, computers, vehicles or other property owned by the City.   |
| Initial   | I understand that the Smoke Free Arizona Act passed by voters in November, 2006, through Proposition 201, prohibits smoking in most indoor places including restaurants and bars. The definition of enclosed areas includes a “reasonable distance” from any entrances, windows, and ventilation systems. In keeping with the provisions of the Act, smoking is prohibited in any location except those locations specifically identified through posted signage.  |
| Initial   | I will keep the Department advised of changes in my address and/or phone numbers or status.  |
| APPLICATIONS WITHOUT REQUIRED INITIALS AND SIGNATURES WILL BE REJECTED. |  |
| Applicant Signature:  | Date:  |
| Printed Name  |  |
| If under age 18, print name of parent or guardian                       |  |
| Parent/Guardian Signature   | Phone:   |

**NOTE: When advised, reasonable accommodation will be made in order for a qualified applicant with a disability to participate in any phase of the volunteer application process. Please call (480) 474- 2617 or TDD (480) 983-0095 to discuss how your needs may be accommodated**

AUTHORIZATION TO CONDUCT AN INVESTIGATIVE BACKGROUND CHECK AND CONSENT FOR  
RELEASE OF PERSONAL INFORMATION

As part of the process for evaluating a candidate for employment or to be a City volunteer, investigative inquiries, which may include fingerprinting, will be made by the City in which information is obtained through contact with criminal records sources, Department of Public Safety, the Federal Bureau of Investigations, educational and vocational institutions (both public and private), certification boards and licensing agencies, personal and professional references and business associates and other parties with whom the prospective employee or volunteer is acquainted.

I hereby acknowledge that I have read and understand the paragraph above and I hereby authorize and request any present or former employer, education or vocational institution (both public and private), law enforcement agencies or other individuals having knowledge about me to furnish the City of Apache Junction, Arizona with any and all such information in their possession and I hereby waive any and all privacy rights that are associated with such information being disseminated to the City of Apache Junction.

Name (please print): \_\_\_\_\_

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

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

If name has changed, print, former name(s) and any aliases below:

\_\_\_\_\_  
\_\_\_\_\_



11120

**Department/Division:** Library

**Title:** **Program Assistance**

**Description:** The library has a variety of opportunities for volunteers. Volunteers are often needed to 1) Help shelf books; 2) Children's crafts 3) Assist or facilitate both adult and children's programs and 4) Teach/tutor i.e. computer labs, English literacy, etc.

**Title:** **Facilities Maintenance**

**Description:** General light housekeeping: dusting furniture, straightening shelves, cleaning shelves and library materials, retrieving materials from under and behind shelving and furniture, maintaining appearance in public areas and work areas, help maintain staff break room and kitchen area.

**Contact :** 480-474-8555  
**Worksite Address:** 1177 N Idaho Rd  
**Time Commitment:** 1-3 hours per week or as assigned  
**Hours:** Mon. Wed. Fri. Sat. 9am-5pm; Tue. & Thur. 9am-8pm

**Skills and Abilities:** Communicate clearly and concisely (both verbally and in writing); convey a positive, friendly attitude; work congenially with staff, patrons and other volunteers; understand and follow written and verbal instructions, policies and procedures; receive instruction from library staff and the cooperation to abide by library policies and regulations; ability to lift and move objects as necessary; suggest topics and speakers within the framework set by the library; meet publicity deadlines.

**Requirements:** Volunteers 18 years of age or older that are accepted for assignment will be fingerprinted for the purposes of obtaining a Criminal Background Report.

**Application:** City Volunteer Application and the Library Supplemental Application. Either deliver the applications or mail them to City of Apache Junction Library, 1177 N Idaho Rd., Apache Junction, AZ 85119.

# LIBRARY VOLUNTEER SUPPLEMENT

Name \_\_\_\_\_

**Why do you want to volunteer?** Court ordered? ROTC/NHS? Other \_\_\_\_\_

In what areas are you interested? Check as many as apply:

|                              |                         |
|------------------------------|-------------------------|
| Programs _____               | Teach Programs _____    |
| Book Discussion Groups _____ | Greeter _____           |
| Children's programs _____    | English Literacy _____  |
| Computer Lab _____           | Shelving _____          |
| Craft Preparation _____      | Special Events _____    |
| Materials Processing _____   | Dusting/neatening _____ |
| Other (Explain) _____        |                         |

Are you 18 or older? \_\_\_\_\_ Yes \_\_\_\_\_ No

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If assigned a volunteer position, I agree to report any future convictions, other than minor traffic infractions, that I receive to the supervisor I report to in the Library Department.

Court ordered community service/restitution volunteers will be responsible for paying for their own fingerprinting and criminal background report.

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Signature

Date